



## Staff/Faculty Name & Gender Change Checklist

### Gender Marker Change

- 1. You are a staff/faculty member who has already gone through the legal gender marker change process.
  - If you have not legally changed your gender marker and would like to do so, visit <http://transgenderlawcenter.org/issues/id>  
<http://www.lambdalegal.org/publications/transtoolkit>  
<http://www.courts.ca.gov/selfhelpnamechange.htm>  
<https://selfhelp.courts.ca.gov/gender-recognition> or your resident state's court website for more information.

Note: California courts have a process to legally change both your name and gender marker at once.

- 2. You will need to update your personal information in Workday.
  - Modifying Personal Information [User Guide](#)

Once completed, contact Agustin Ruiz in Human Resources at [aruiz@scu.edu](mailto:aruiz@scu.edu) or x4359 for more information.

### Name Change on Records

- 1. You are a staff/faculty member who has already gone through the legal name change process.
  - If you have not legally changed your name and would like to do so, visit <http://transgenderlawcenter.org/issues/id>  
<http://www.lambdalegal.org/publications/transtoolkit>  
<http://www.courts.ca.gov/selfhelpnamechange.htm>  
<https://selfhelp.courts.ca.gov/gender-recognition> or your resident state's court website for more information.

Note: California courts have a process to legally change both your name and gender marker at once.

- 2. You will need to update your personal information in Workday.
  - Modifying Personal Information [User Guide](#)

Once completed, contact Agustin Ruiz in Human Resources at [aruiz@scu.edu](mailto:aruiz@scu.edu) or x4359 for more information.

- 3. To change your name (and possibly photo) on the Staff Directory contact the person in your department who regularly manages and updates that information.
- 4. Changing extension name on your office phone: Call the IT Help Desk at x5700