You can choose to use a preferred name, rather than your primary or legal name, across many university systems (see list below). The use of a preferred name is optional. If you do not enter a preferred name, your primary (legal or documented) name will be the default name used. Changing your preferred name will not change your legal name on your student record.

Changing your preferred name will not change your legal name on your student record, which is the name used for: transcripts, parchments, government student loans, other government funding bodies, RESP providers, tax receipts, potential employers, other universities, Citizenship & Immigration Canada, health insurance providers, and graduate school applications.

- AIMS – Parking
- ALMA Library
- Class Roster
- ClockWork – Student Accessibility
- Computer labs
- D2L
- Elevate
- Email/calendar

- Office 365
- ServiceNow – IT/HR/Facilities Service Requests
- Student Centre
- MS Teams
- Unicard (ID card, Upass)
- YuJa – Video content management
- Zoom

1.   Log into MyUofC portal.
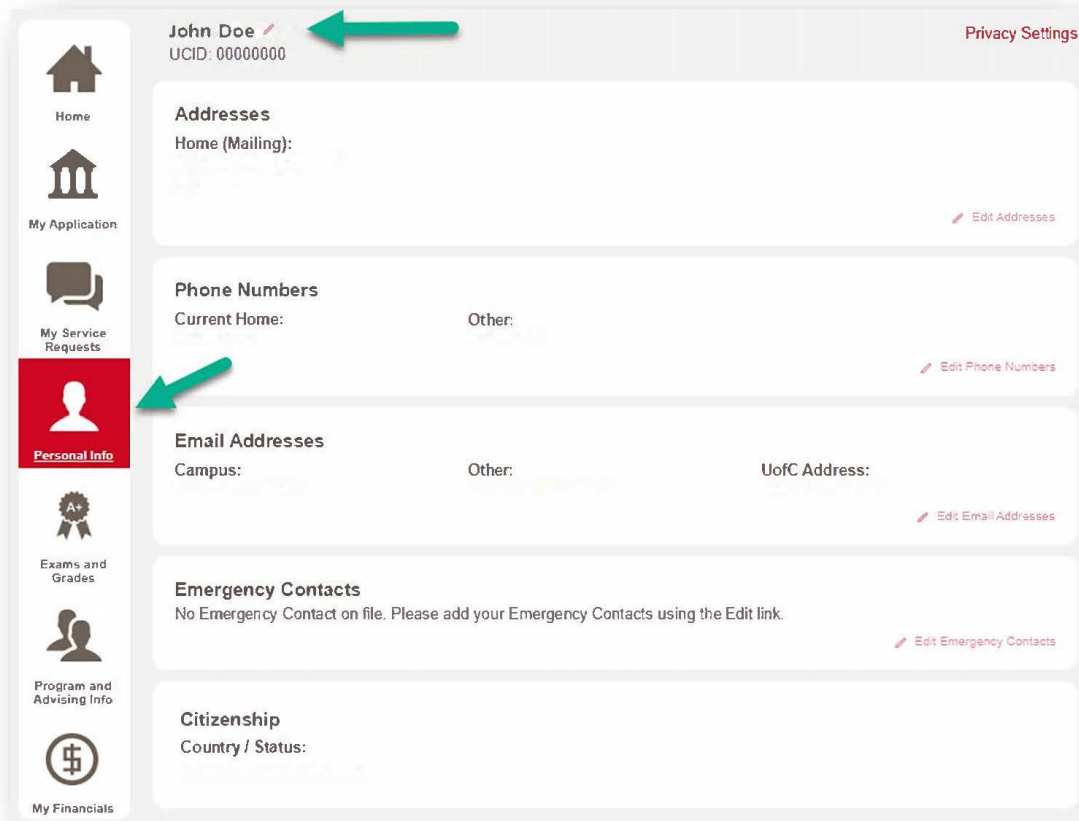
2. After logging into the MyUofC portal, navigate to the **Personal Information** page.
Select the pencil icon next to your preferred name.

3. You can view your primary name or add/change your preferred name.
To add or change your preferred name, select **Edit** beside your preferred name.

March 2023

4. Add or change your preferred name and the date that you would like the change to take effect and click **Save**. When creating a preferred name, please do not include any of the following special characters in your name as this may affect your ability to log into certain systems: () \/?"<>| ', :; @[] {}

Add a preferred name:

Your preferred name is not set. If you would like to set it, please enter it below and click the "Save" button. To view and maintain other names, please click the "Other Names" button. To learn more about where you will see your preferred name appear, click here.

Primary Name	

Preferred Name

First Name	FIRST NAME PREFERRED
Last Name	LAST NAME PREFERRED

Save   Other Names

Change a preferred name:

Names
Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

To learn more about where you will see your preferred name appear, click here.

Change name

Name Type	Preferred		
Format Using	English	Change Format	
Prefix	Ms		
First Name	FIRST NAME PREFERRED	Middle Name	MIDDLE NAME PREFERRE
Last Name	LAST NAME PREFERRED		
Suffix			

Date changes will take effect   2023/03/02   (example: 2000/12/31)

Save   Return to Current Names

End of Procedure
Related Guides: Update your Personal Information