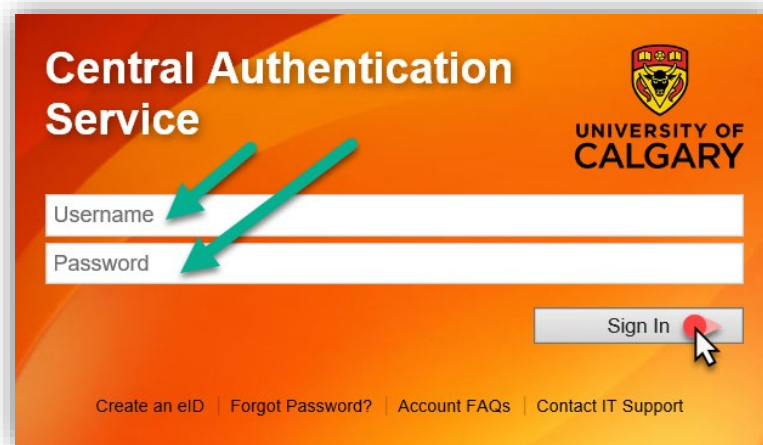


The following are instructions on how to update your personal information through the Student Centre.

You can update your preferred name through the Student Centre but if you would like **to update your legal name, you will need to complete and submit the “Update Address and Personal Information” form (available on ucalgary.ca/registrar under Student Forms) as well as provide supporting documentation to Enrolment Services**. For more information about updating your Primary Name, contact Enrolment Services at (403)210-7625.

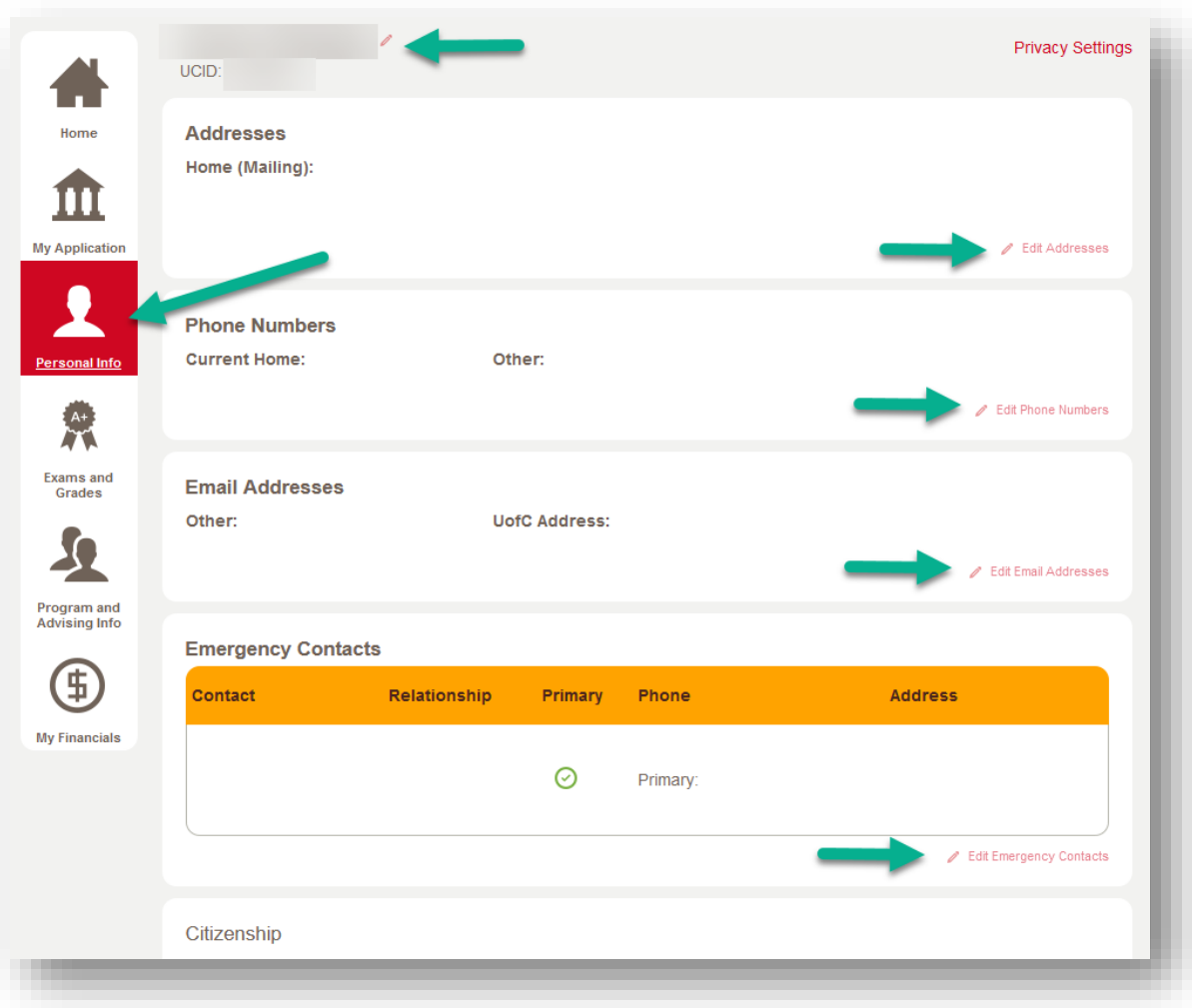
1. Log into MyUofC



2. After logging into MyUofC portal go to the **Personal Information** page. Select the **Pencil** icon to edit: Preferred Name, Addresses, Phone Number(s), Email Addresses or update Emergency Contacts

Student Records

Updating Personal Information



UCID: [redacted] [Privacy Settings](#)

Addresses
Home (Mailing):
[Edit Addresses](#)

Phone Numbers
Current Home: Other:
[Edit Phone Numbers](#)

Email Addresses
Other: UofC Address:
[Edit Email Addresses](#)

Emergency Contacts

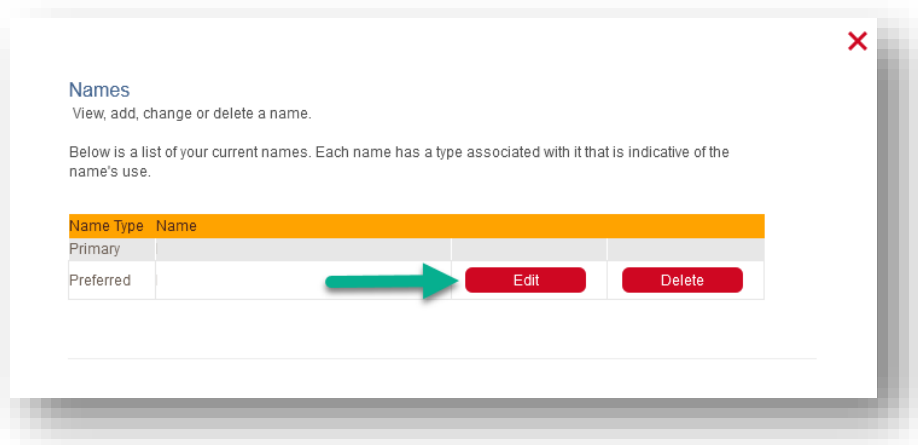
Contact	Relationship	Primary	Phone	Address
		<input checked="" type="checkbox"/>	Primary:	

[Edit Emergency Contacts](#)

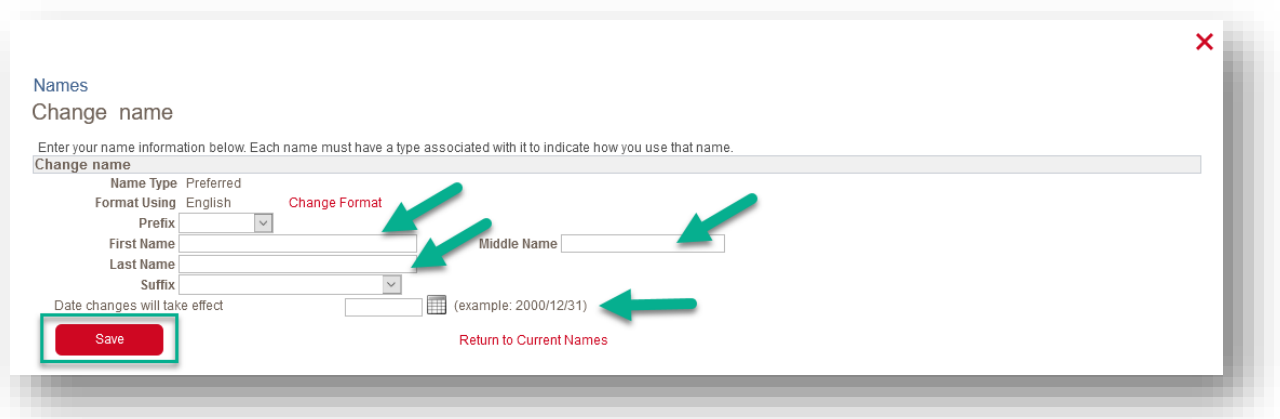
Citizenship

- The preferred name type will display in Zoom, the Student Centre and Class Rosters. To update the preferred name, click on the **Edit** button beside the **Preferred** name type

NOTE: Your Preferred name will appear below your Primary name, if previously disclosed. If there is no preferred name displayed, please contact Enrolment Services to have one added.



Update your **Name Information**, the **Date** that you would like the change to take effect and click on the **Save** button

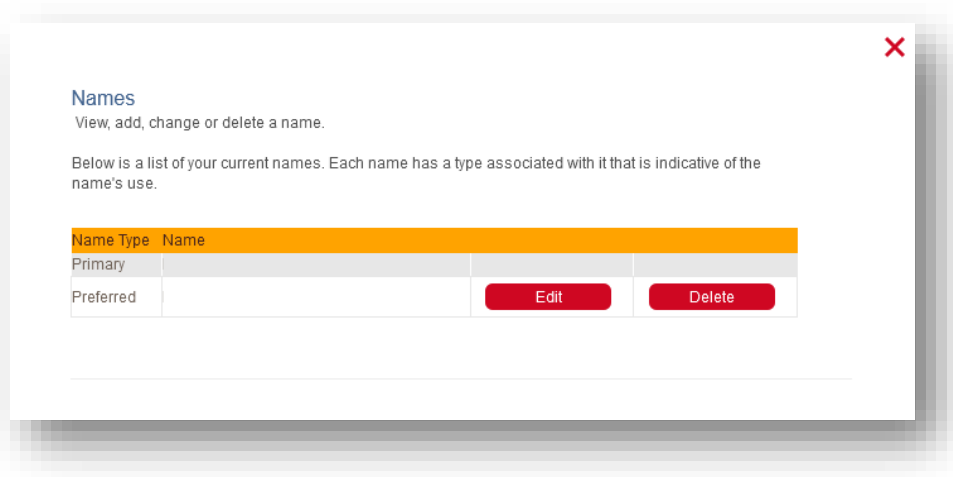


4. Once you receive the following **Save Confirmation**, please click **OK**

You will be returned to the **Names** page where you can view the change(s) made.

Student Records

Updating Personal Information



For more information on updating your personal information contact Enrolment Services at 403-210-7625

End of Procedure.