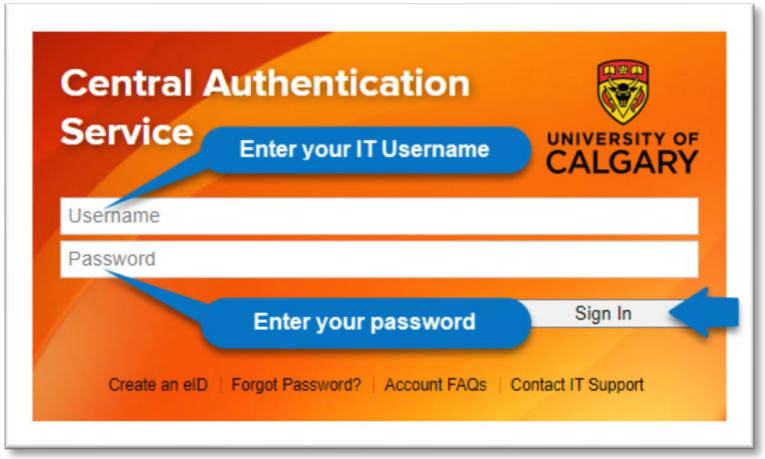
Self-Service Student Centre

Update Preferred Name

The following steps will guide a student through the process to update their preferred name, via the Student Centre. The preferred name type will display in Zoom, MS Teams, Office 365, Student Centre, email/calendar, computer labs and on class rosters. This process does not update your Desire2Learn (D2L) display name.

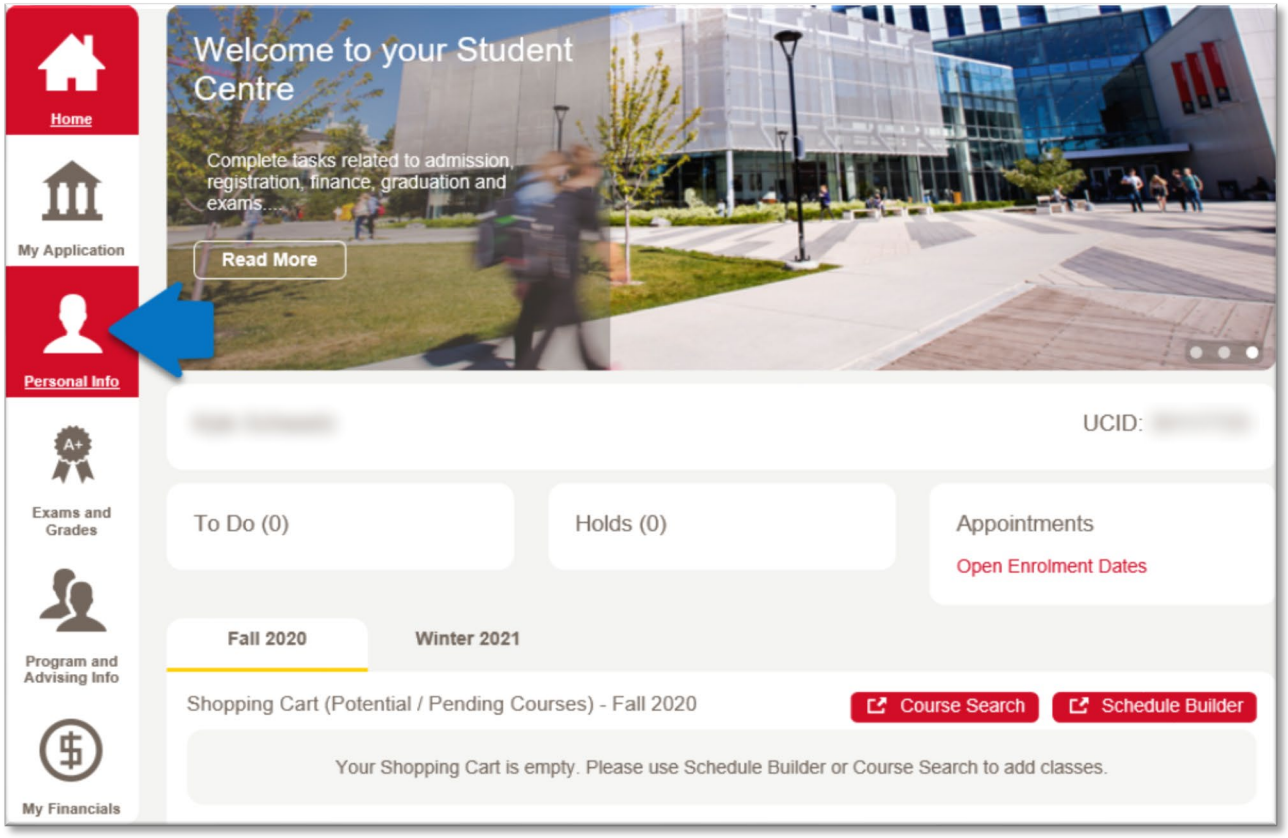
1. Log into MyUofC



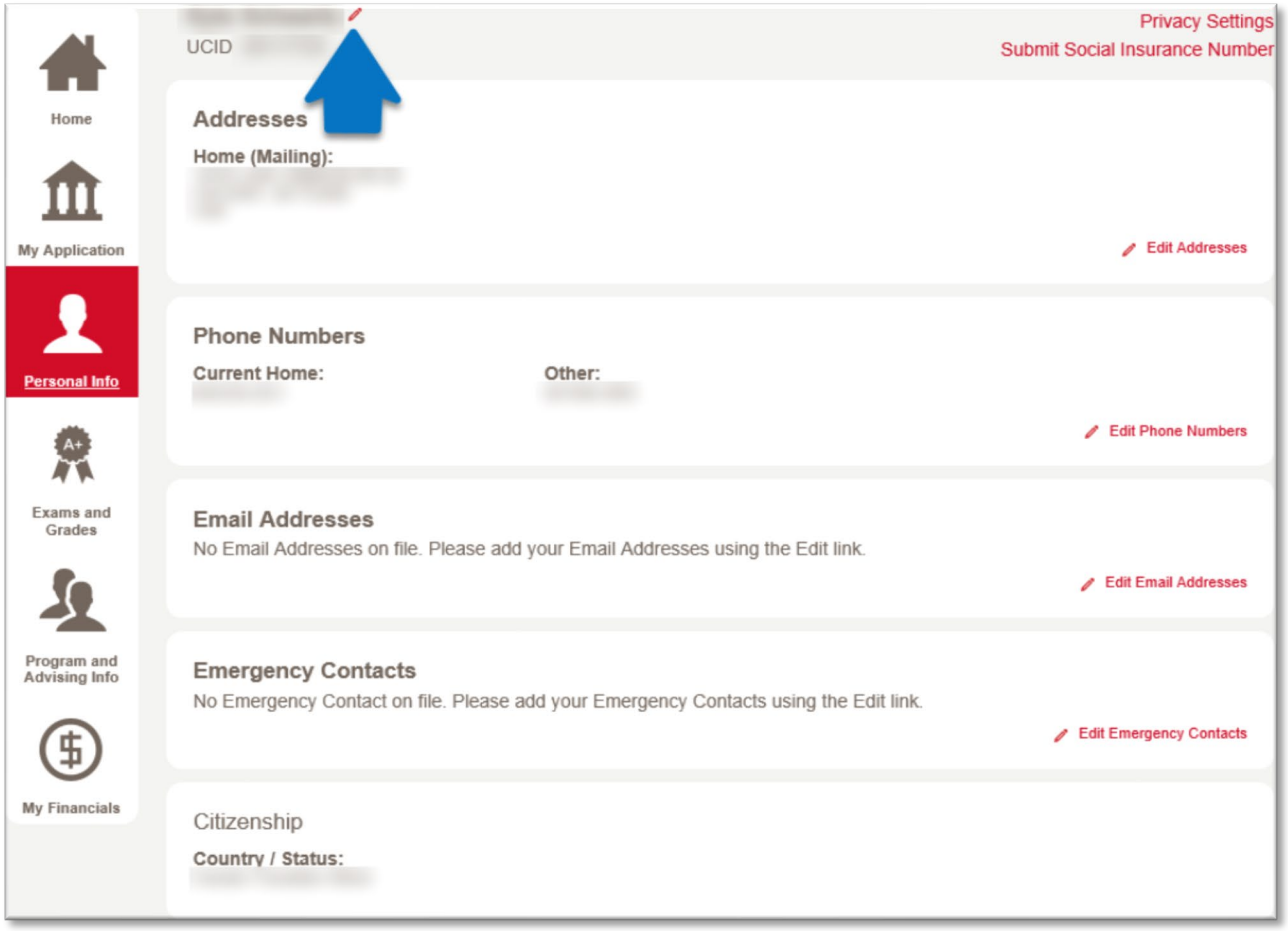
If you would like to update your legal name, you will need to provide supporting documents to Enrolment Services.

For further assistance with updating your personal information, contact Enrolment Services at (403) 210-7625.

2. Navigate to the **Personal Info** tab



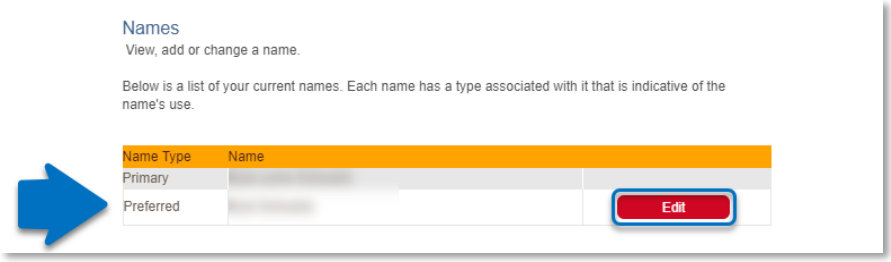
3. Click on the **Pencil** icon to view, add or change your name



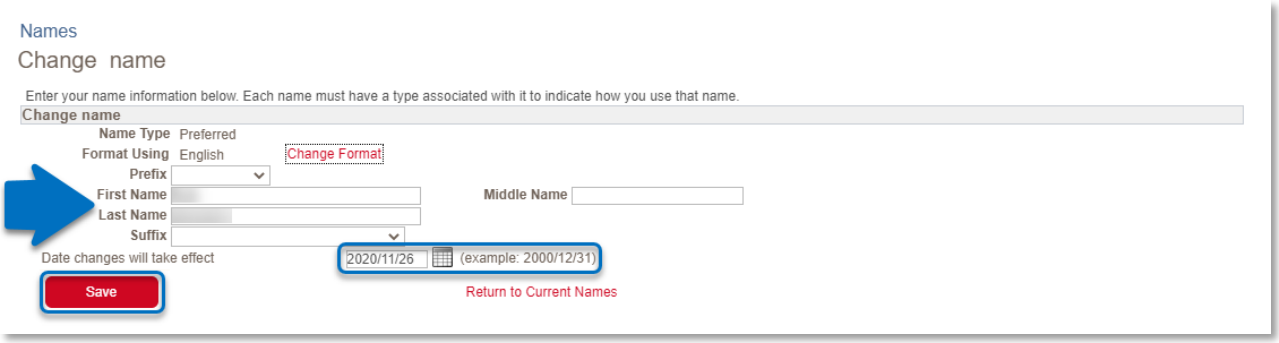
4. To edit or add your preferred name, please follow the steps below:

   a) To **add** a preferred name, enter your First Name and Last Name, then click on **Save**

b) Your preferred name will display, if it was previously added. To **edit** your preferred name, click on the **Edit** button beside your preferred name type.

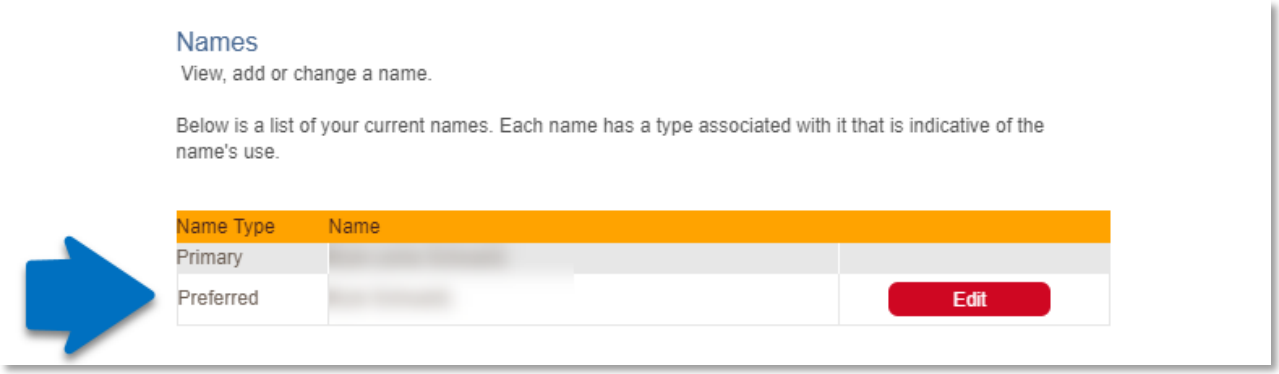


Update your **Preferred Name**, the **Date** that you would like the change to take effect and click on **Save**



Once you receive the following **Save Confirmation**, click on **OK**

You will be returned to your **Names** lightbox and you can view the change you made



End of Procedure