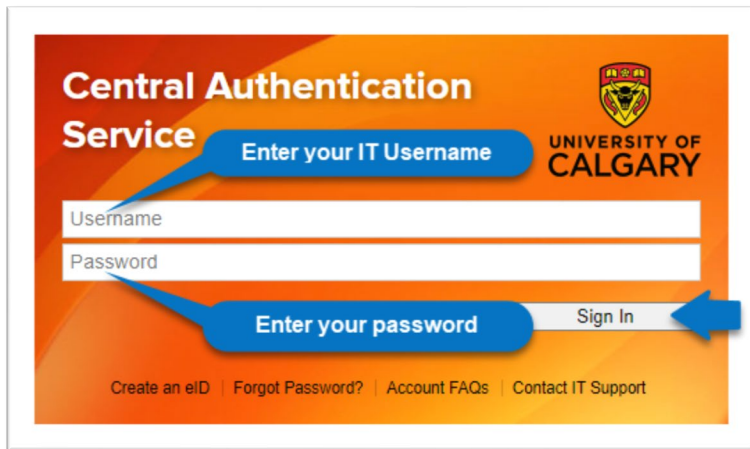


The following steps will guide a student through the process to update their preferred name, via the Student Centre. The preferred name type will display in Zoom, MS Teams, Office 365, Student Centre, email/calendar, computer labs and on class rosters. This process does not update your Desire2Learn (D2L)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

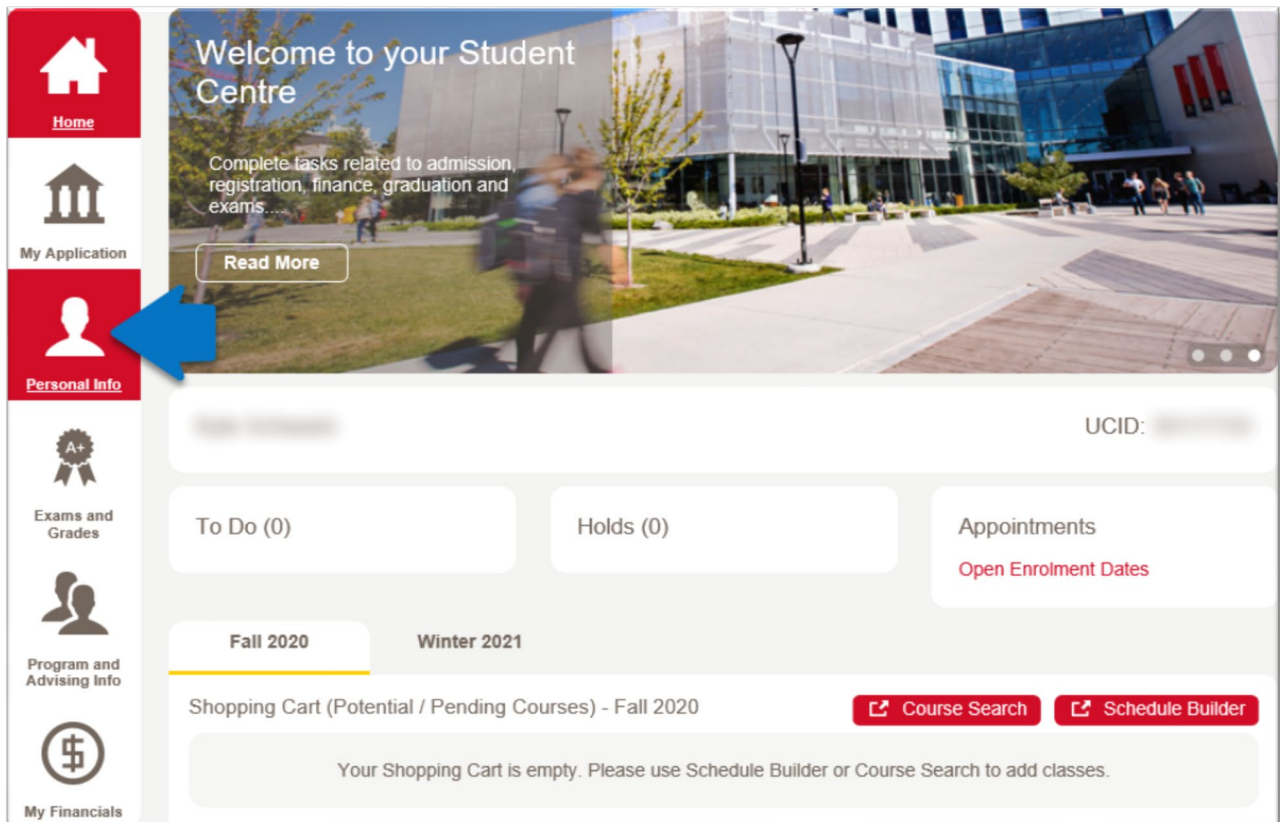
1. Log into MyUofC



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.

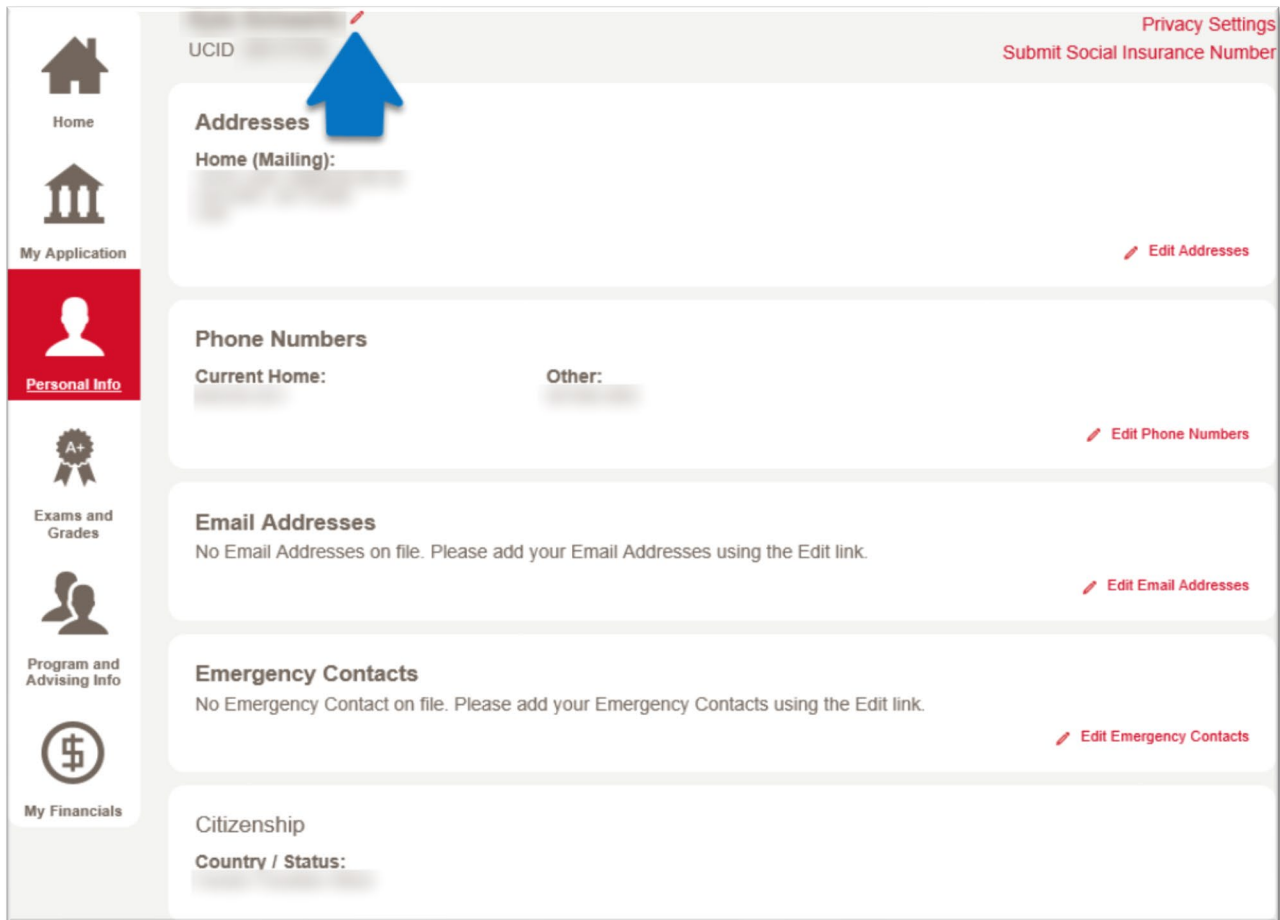
2. Navigate to the **Personal Info** tab



Self-Service Student Portal

Update Preferred Name

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

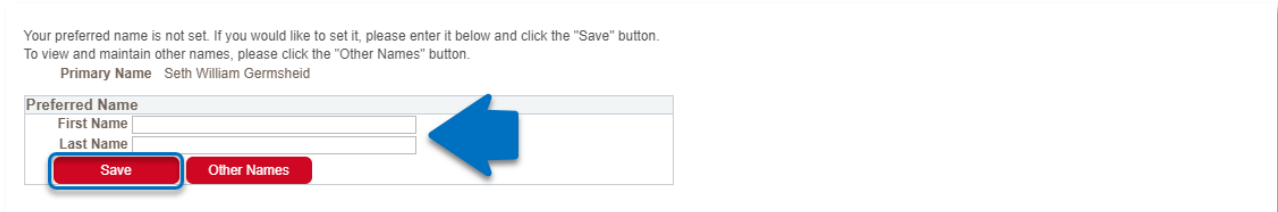


The screenshot shows the 'Personal Info' section of the Self-Service Student Portal. The left sidebar contains navigation icons for Home, My Application, Personal Info (highlighted), Exams and Grades, Program and Advising Info, and My Financials. The main content area includes:

- UCID**: A field with a pencil icon and a blue arrow pointing to it.
- Addresses**: A section for 'Home (Mailing):' with an 'Edit Addresses' link.
- Phone Numbers**: Fields for 'Current Home:' and 'Other:' with an 'Edit Phone Numbers' link.
- Email Addresses**: A message 'No Email Addresses on file. Please add your Email Addresses using the Edit link.' with an 'Edit Email Addresses' link.
- Emergency Contacts**: A message 'No Emergency Contact on file. Please add your Emergency Contacts using the Edit link.' with an 'Edit Emergency Contacts' link.
- Citizenship**: A field for 'Country / Status:'.

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**



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.

Primary Name Seth William Germsheld

Preferred Name

First Name

Last Name

- 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.

Names
View, add or change a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	[Redacted]
Preferred	[Redacted] Edit

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

Names
Change name

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

Change name

Name Type Preferred
Format Using English Change Format!

Prefix

First Name Middle Name

Last Name

Suffix

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

Save Return to Current Names

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

Change name
Save Confirmation

The Save was successful.

OK

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

Names
View, add or change a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	[Redacted]
Preferred	[Redacted] Edit

End of Procedure