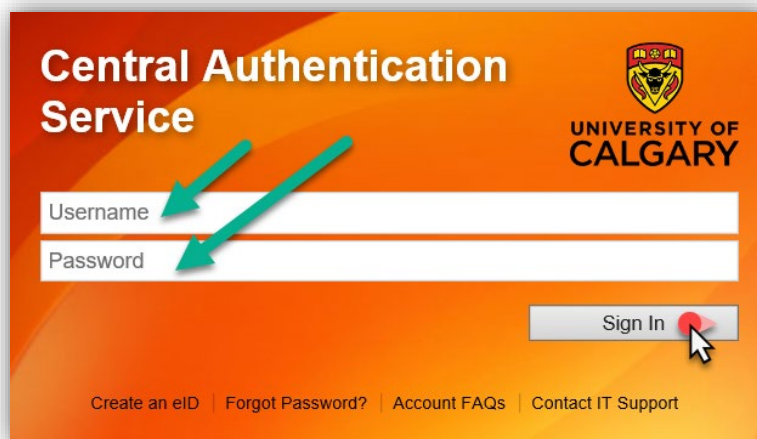


You can choose to use a preferred name, rather than your primary or legal name, across many university systems (see list below). The use of a preferred name is optional. If you do not enter a preferred name, your primary (legal or documented) name will be the default name used. Changing your preferred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

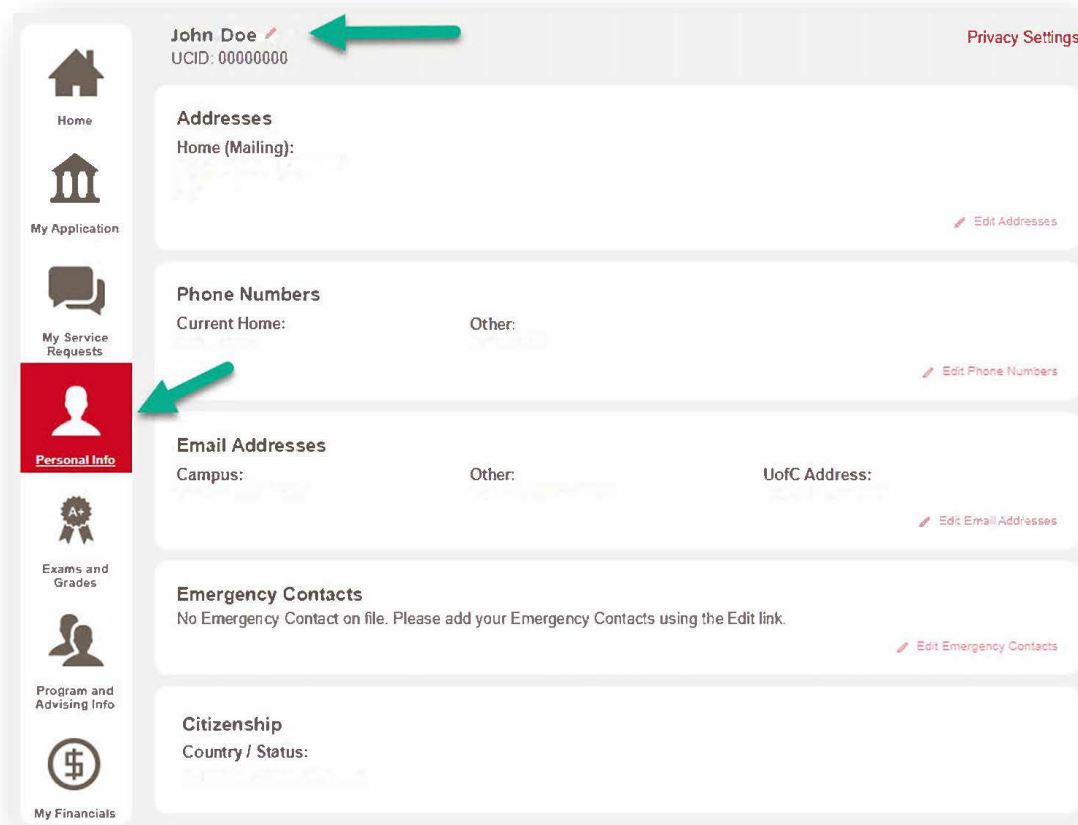


Student Records

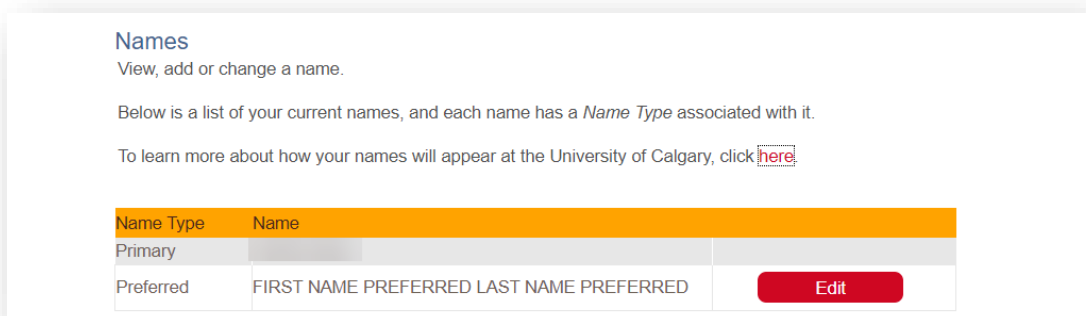
Update Preferred Name



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



- 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.



4. Add or change your preferred name and the date that you would like the change to take effect and click **Save**.

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	<input type="text" value="FIRST NAME PREFERRED"/>
Last Name	<input type="text" value="LAST NAME PREFERRED"/>

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	<input type="text" value="Ms"/>
First Name	<input type="text" value="FIRST NAME PREFERRED"/>
Last Name	<input type="text" value="LAST NAME PREFERRED"/>
Middle Name	<input type="text" value="MIDDLE NAME PREFERRED"/>
Suffix	<input type="text"/>

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

[Return to Current Names](#)

End of Procedure

Related Guides: Update your Personal Information