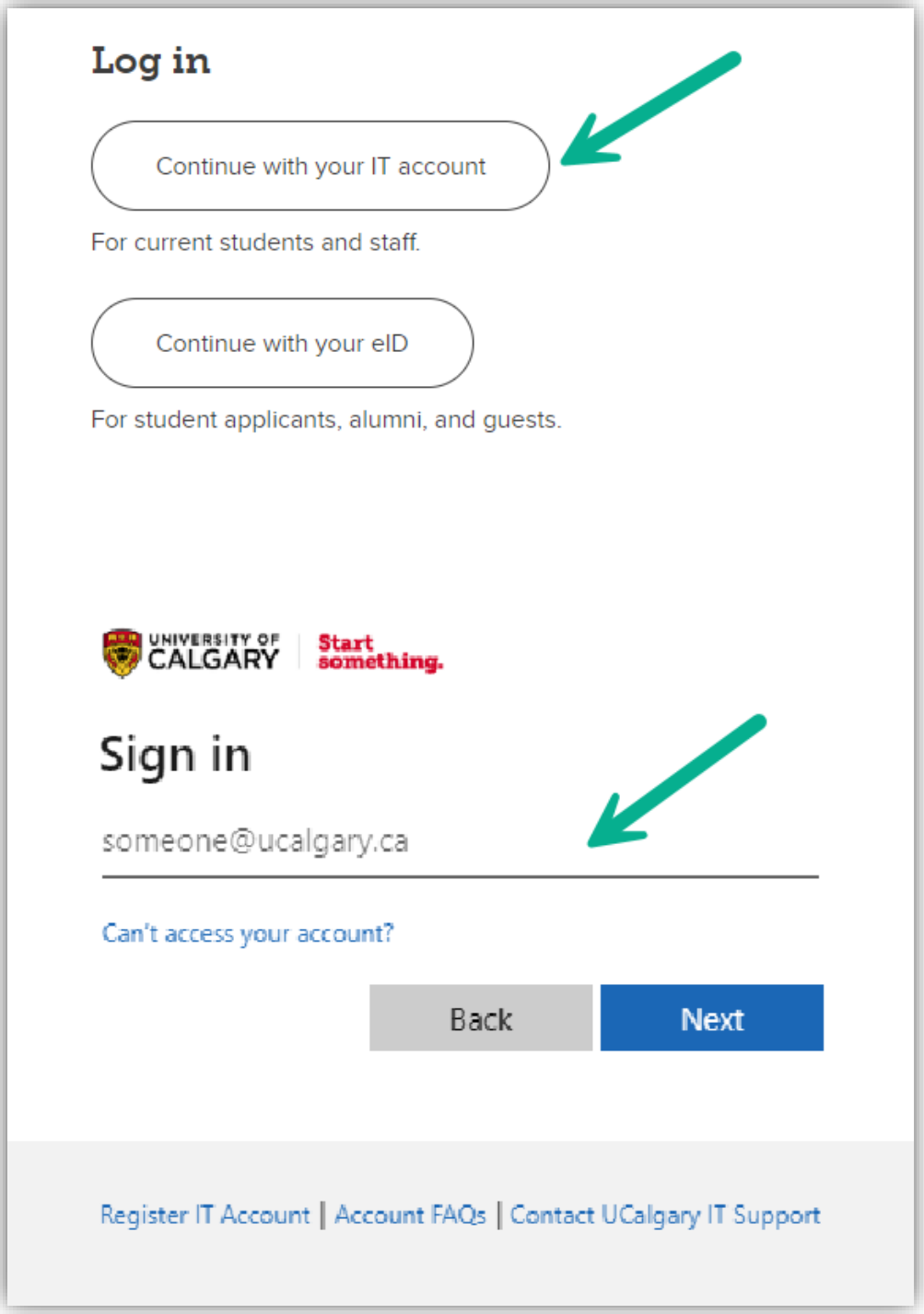
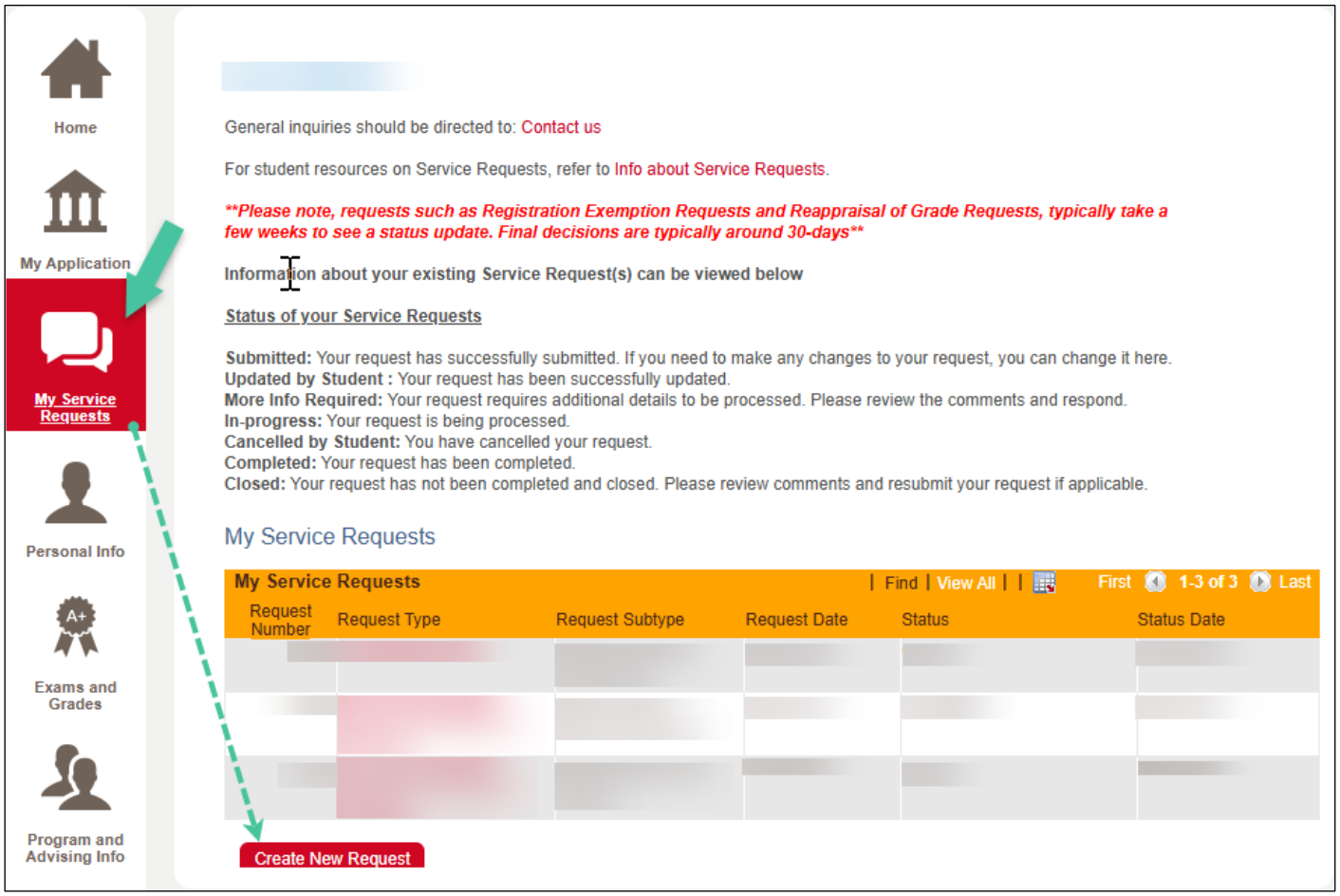
The following are instructions on how to update your personal information through the Student Centre.

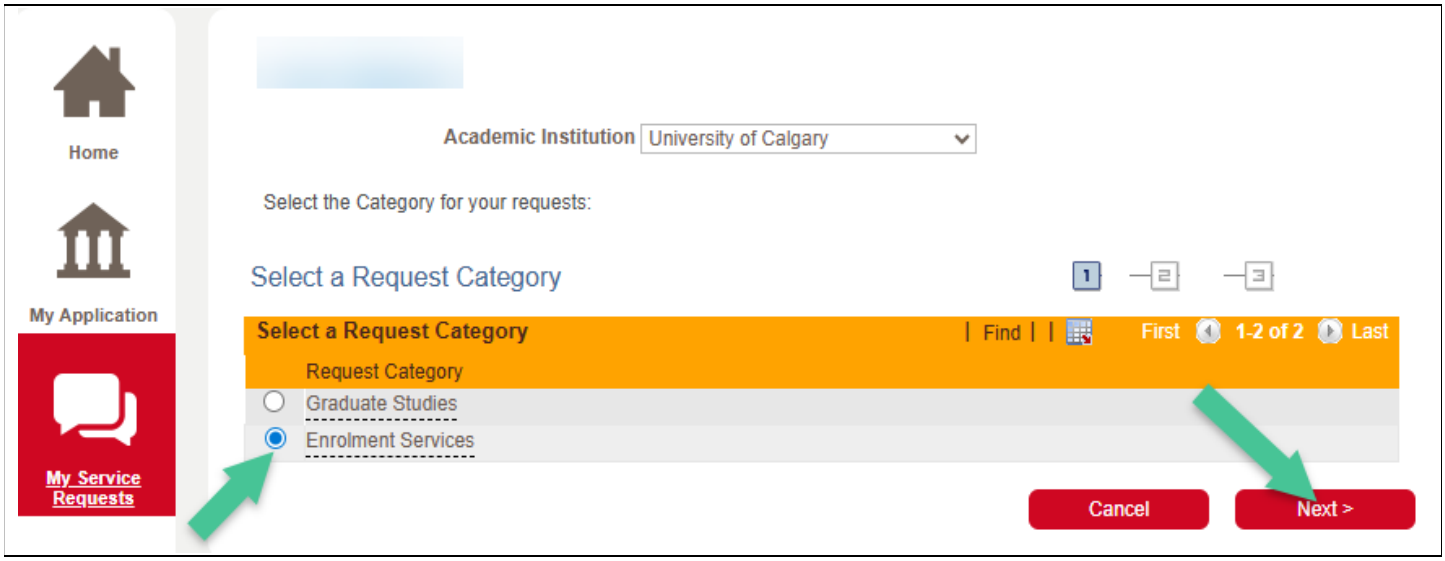
1. Log into MyUofC portal.



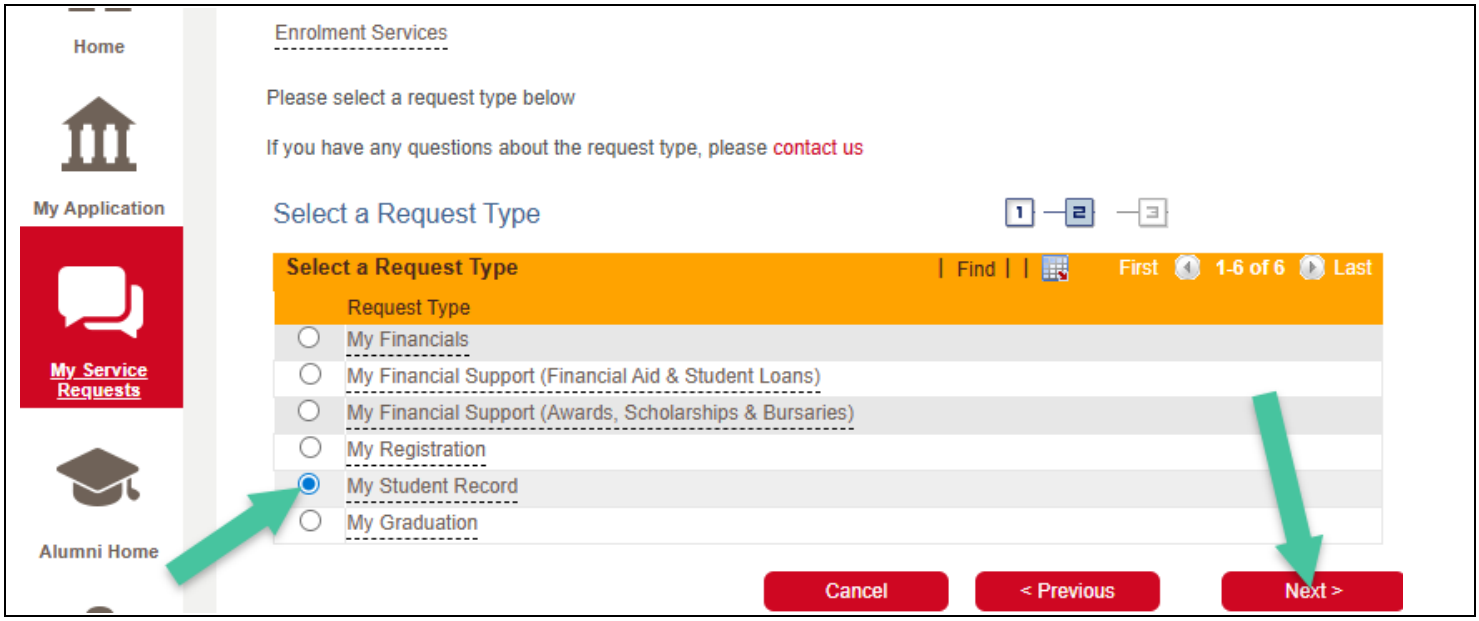
2. After logging into your Student Center, navigate to the **My Service Request** and **Create New Request**



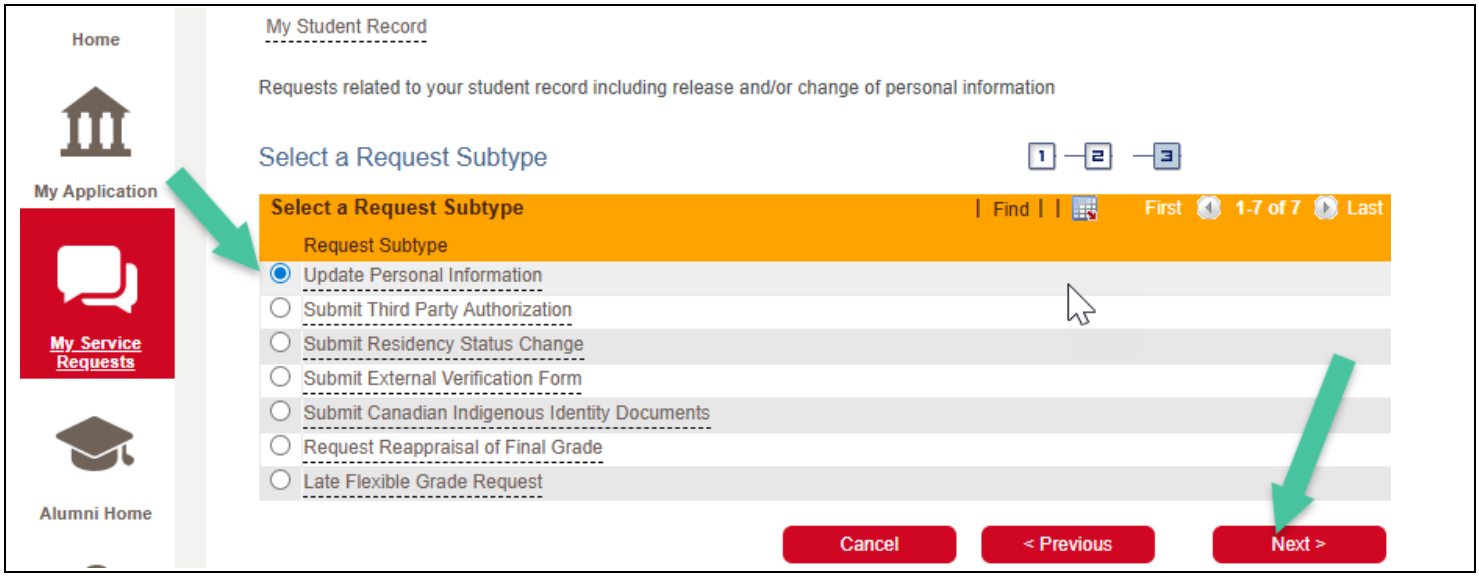
3. Click on **Enrolment Services** and then click Next



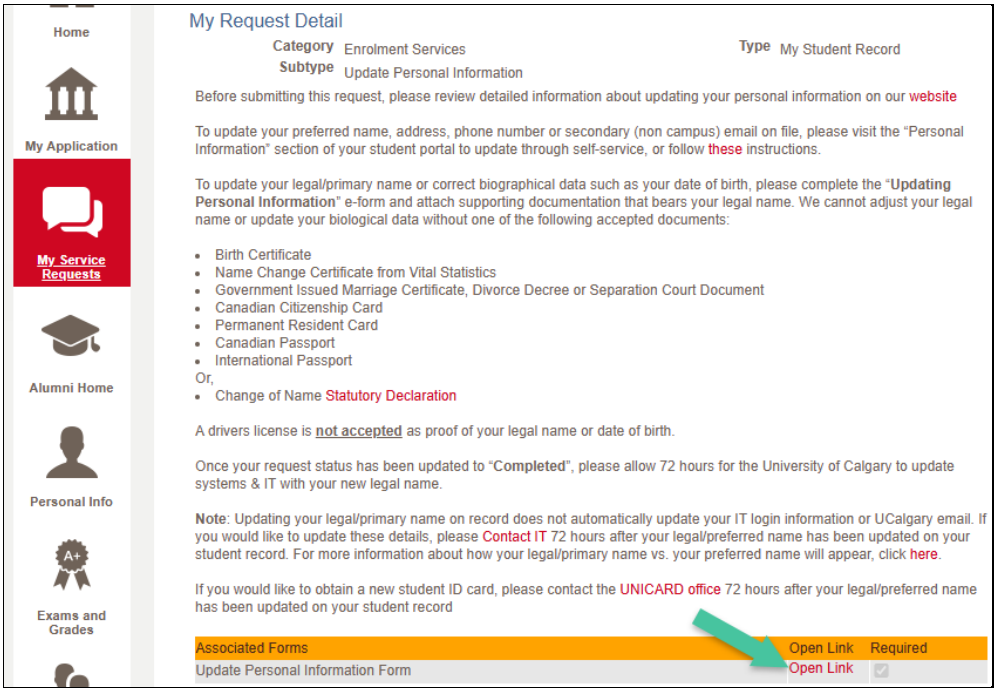
4. Click on **My Student Record** and then click Next



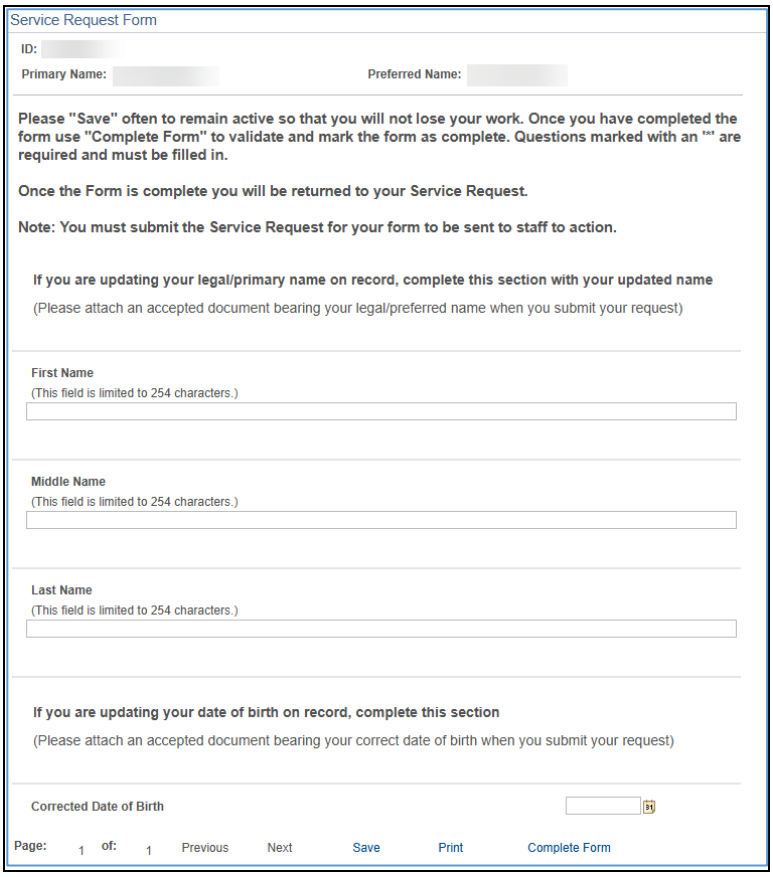
5. Click on **Update Personal Information** and then click Next



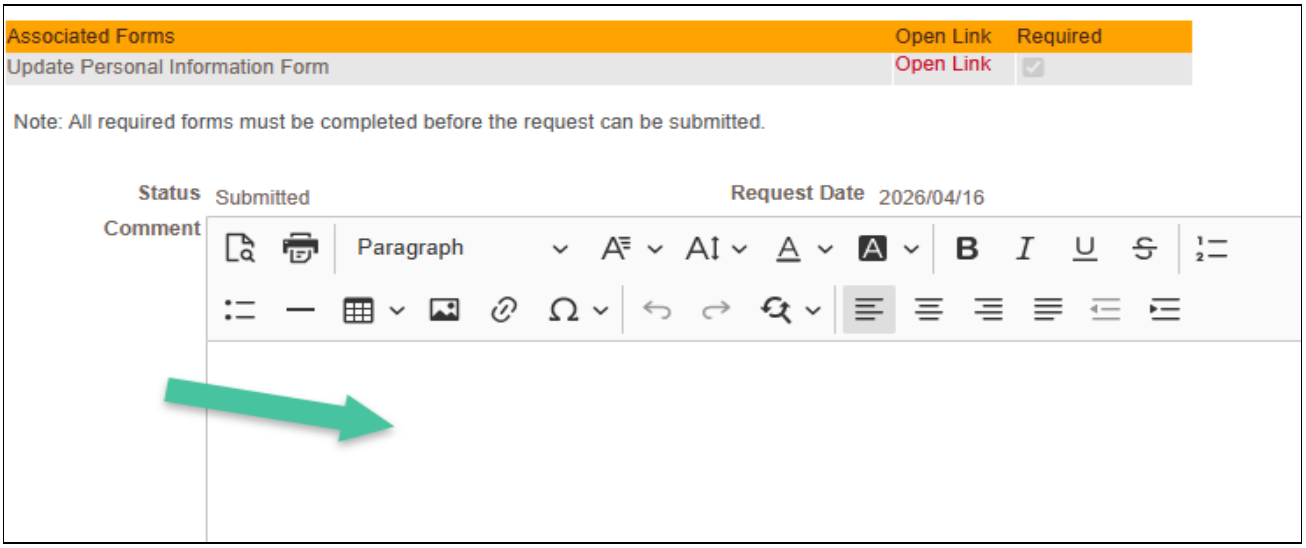
6. Read the embedded information and then click on **Open Link** to reveal an eForm



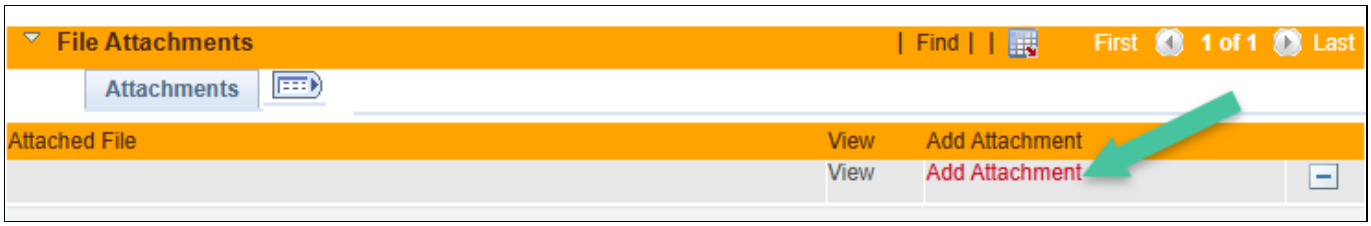
7. Complete the eForm by entering your **New Legal Name details** in the relevant fields. The details must match your supporting document.

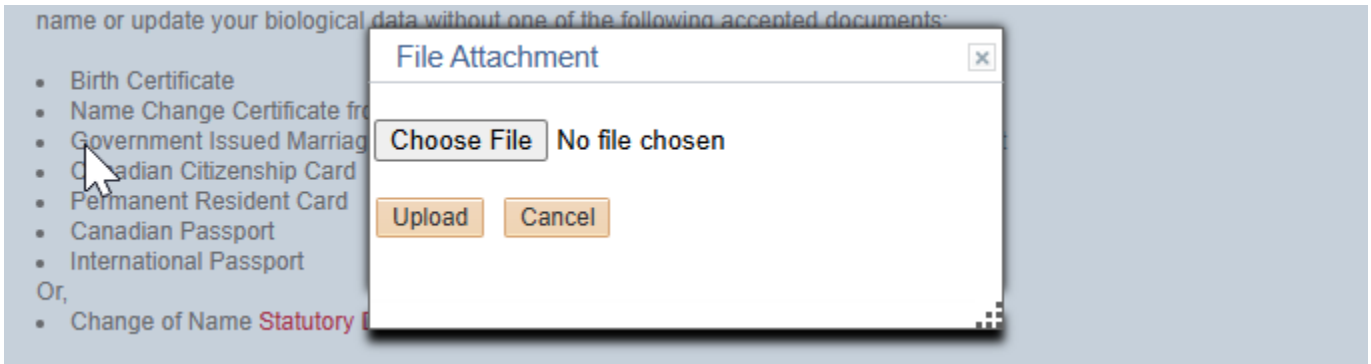


7. In the **Comment Box** outline what you are requesting and indicate the type of document you will attach.



7. Click on **Add Attachment** and attach your supporting document. Please upload the file as a **jpeg/png/pdf** file as we cannot open other file types.





8. Click on **Submit** after successfully attaching your acceptable document

End of Procedure
Related Guides: Update your Preferred Name