UNIVERSITY OF CALGARY

Student Records

Updating your Preferred Name

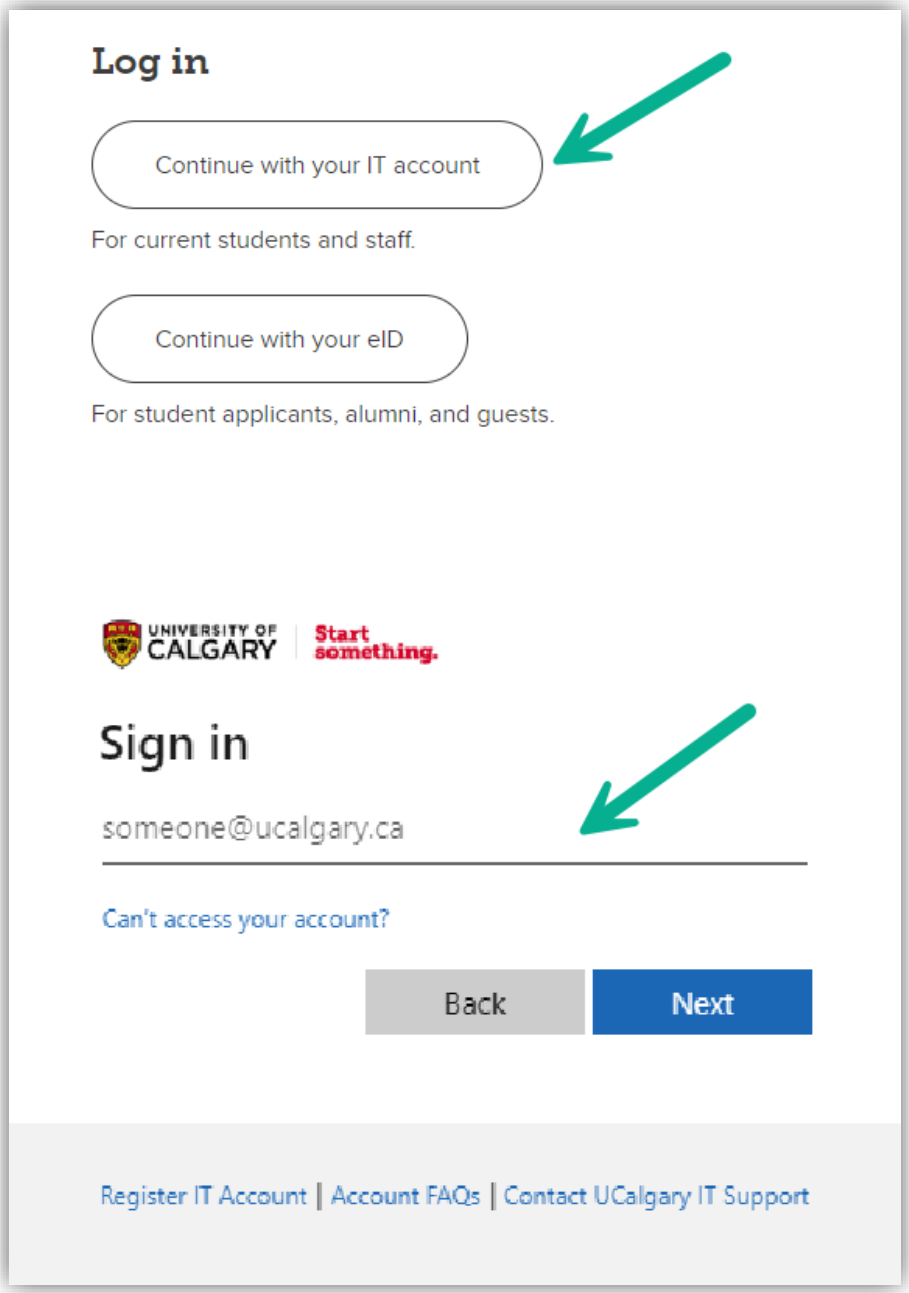
You can choose to use a preferred name, rather than your primary or legal name, across many university systems (see list below). The use of a preferred name is optional. If you do not enter a preferred name, your primary (legal or documented) name will be the default name used. Changing your preferred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

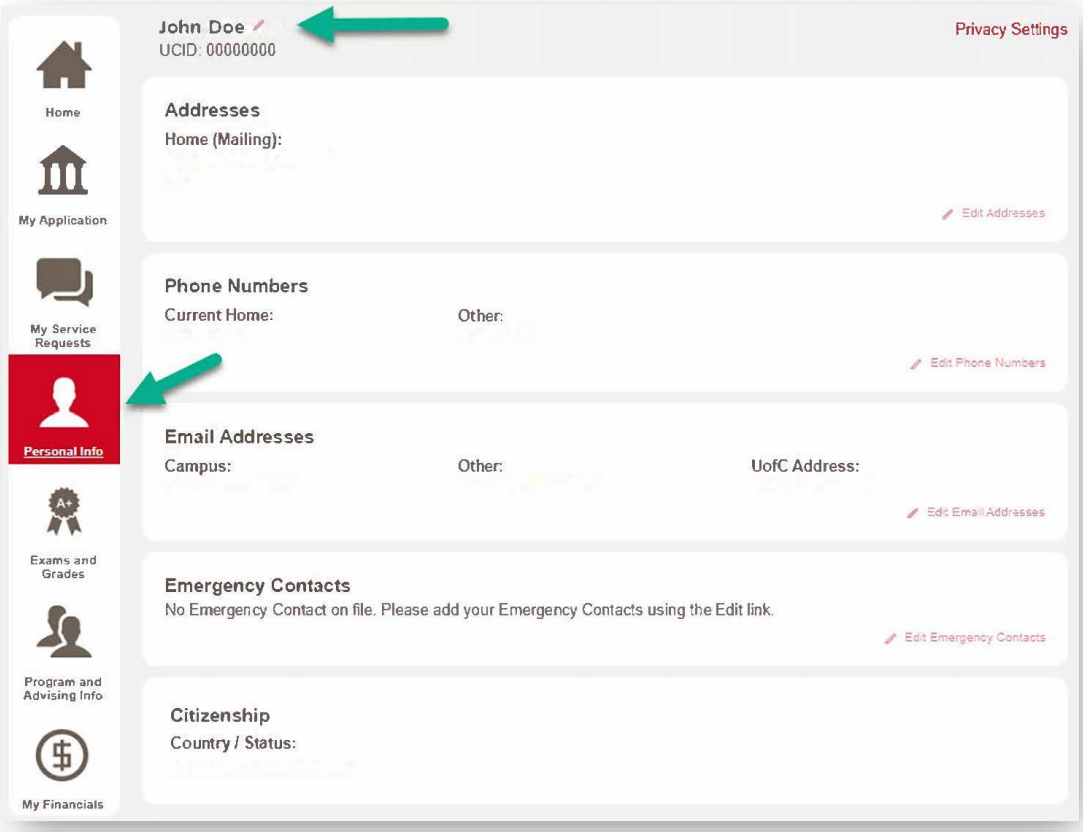
- AIMS – Parking
- ALMA Library
- Class Roster
- ClockWork – Student Accessibility
- Computer labs
- D2L
- Elevate
- Email/calendar
- Office 365
- ServiceNow – IT/HR/Facilities Service Requests
- Student Centre
- MS Teams
- Unicard (ID card, Upass)
- YuJa – Video content management
- Zoom

March 2023

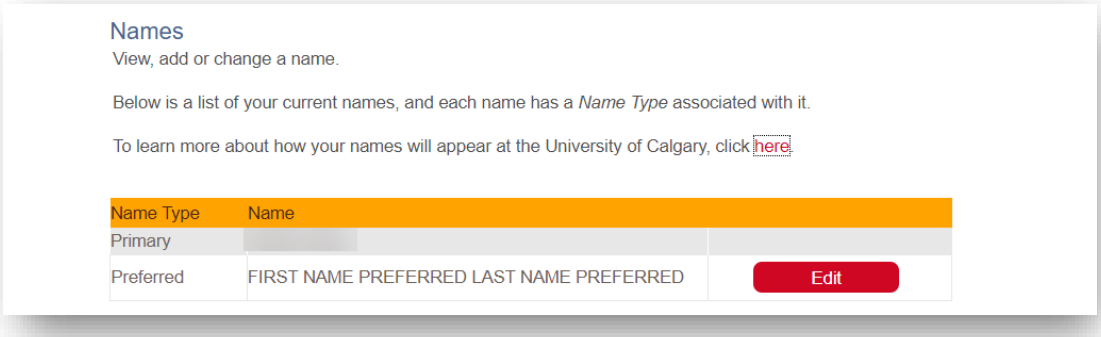
1. Log into MyUofC portal.



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

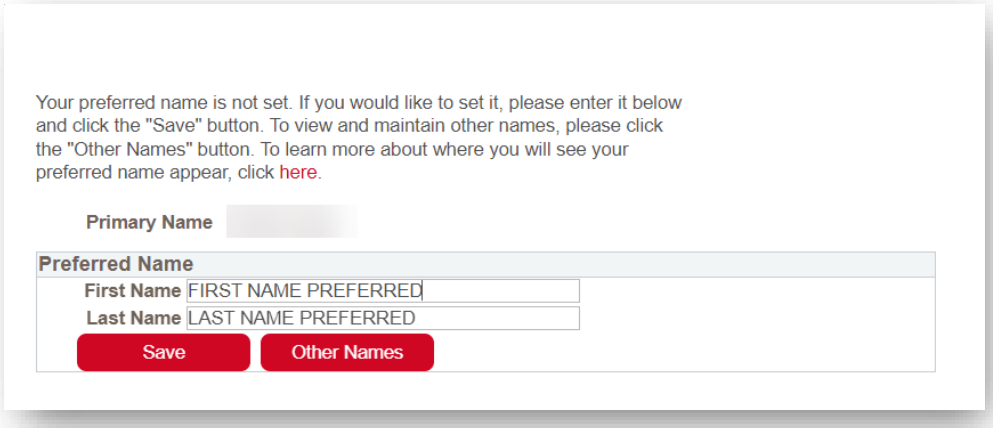


3. You can view your primary name or add/change your preferred name.
To add or change your preferred name, select **Edit** beside your preferred name.

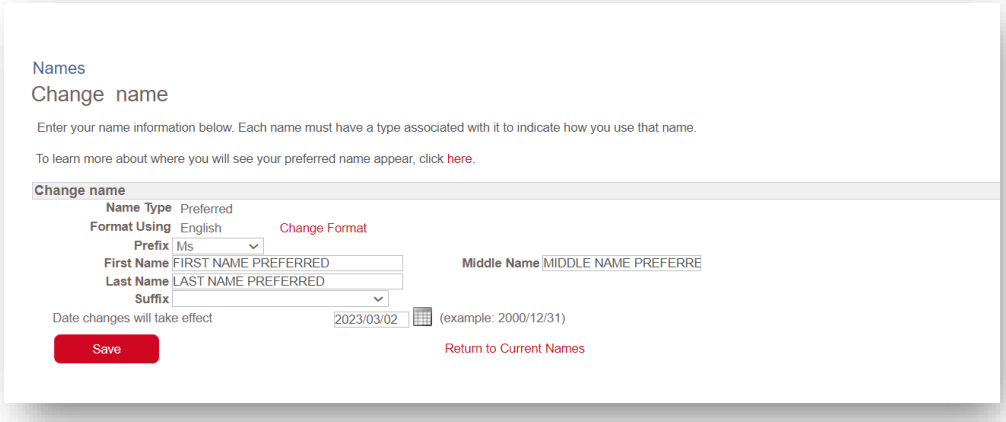


4. Add or change your preferred name and the date that you would like the change to take effect and click **Save**. When creating a preferred name, please do not include any of the following special characters in your name as this may affect your ability to log into certain systems: () \/?"<>| ' , : ; @[] {}

Add a preferred name:



Change a preferred name:



End of Procedure

Related Guides: Update your Personal Information