

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



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

	John Doe / UCID: 00000000		Privacy Settin	ngs
Home	Addresses Home (Mailing):			
My Application			🖋 Edit Addresses	5
	Phone Numbers			
My Service Requests	Current Home:	Other:		
			🥒 Edit Phone Numbers	5
Personal Info	Email Addresses Campus:	Other:	UofC Address:	
A	Campus.	Other.	🖉 Edit Email Addresses	5
Exams and Grades	Emergency Contacts			
2	No Emergency Contact on file.	Please add your Emergency Contacts usi	ng the Edit link. Edit Emergency Contacts	5
Program and Advising Info	Citizenship			
\$	Country / Status:			
My Financials				

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.

View, add or c	hange a name.			
Below is a list of your current names, and each name has a Name Type associated with it.				
To learn more	about how your names will appear at the University of Calgary, click here			
To learn more	about how your names will appear at the University of Calgary, click here,			
To learn more Name Type	about how your names will appear at the University of Calgary, click <u>here</u> .			



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:

		ot set. If you would like n. To view and mainta		
the "Other	Names" button	. To learn more about		
preierred r	name appear, c	lick nere.		
Prin	nary Name			
Preferred	d Name			
First	t Name FIRST	NAME PREFERRED		
Last	t Name LAST N	AME PREFERRED		

Change a preferred name:

Names		
Change name		
Enter your name information below. Each r	name must have a type associated with it to indicate how you use that name.	
To learn more about where you will see you	ur preferred name appear, click here.	
Change name		
Name Type Preferred		
Format Using English	Change Format	
Prefix Ms 🗸		
First Name FIRST NAME PRE	EFERRED Middle Name MIDDLE NAME PREFERRE	
Last Name LAST NAME PRE	FERRED	
Suffix	v	
Date changes will take effect	2023/03/02 (example: 2000/12/31)	
Save	Return to Current Names	
ouro		

End of Procedure Related Guides: Update your Personal Information