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.
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**.

**Add a preferred name:**

![Add a preferred name form](image1)

**Change a preferred name:**

![Change a preferred name form](image2)

**End of Procedure**

**Related Guides:** Update your Personal Information