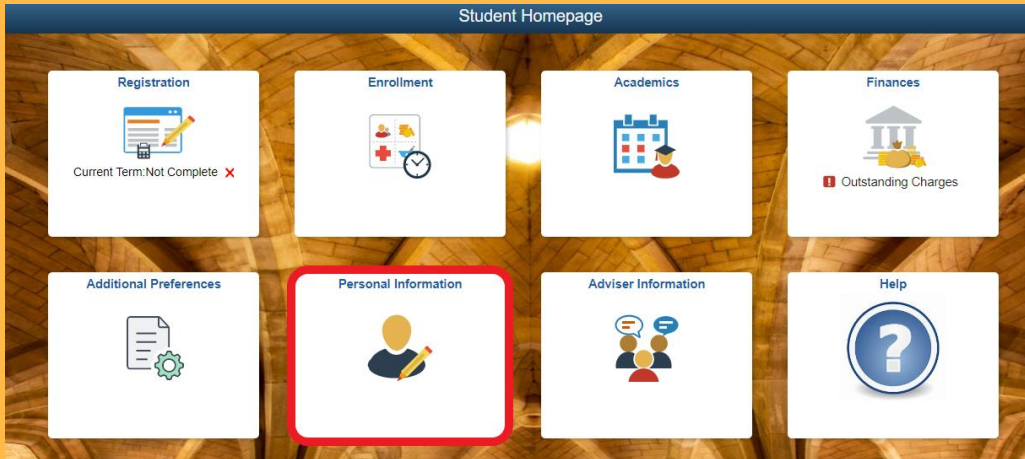


## How to Change Your Preferred Name



1. Log in to MyCampus and select the Personal Information tile from the Student Homepage.

**Names** ⓘ

Date of Birth [REDACTED]

Gender [REDACTED]

**Names**

Name	Type	
[REDACTED]	Primary	>
[REDACTED]	Preferred	>


2. On the next page select the Preferred Name link

**Edit Name**

Cancel Save

Type Preferred

\*Name Format

Effective Date  

Prefix

\*First Name

Middle Name

\*Last Name

Suffix

---

Delete

3. Then complete the Edit Name Form, including prefixes and from which date you wish the name to be effective. Then click save.