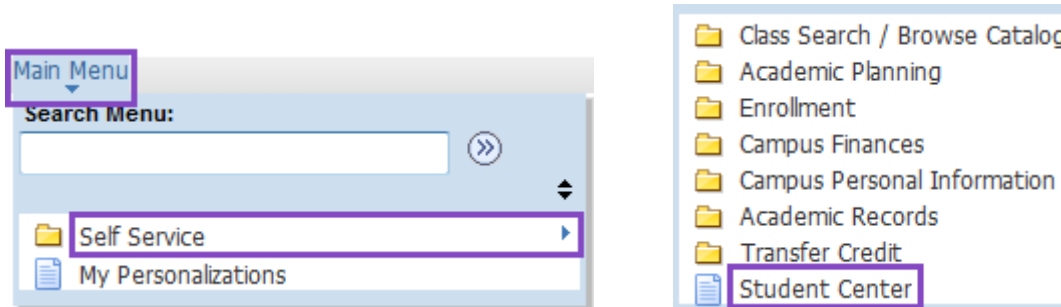


## Modify Your Name

1. Click the **Main Menu** button.  
Click the **Self Service** menu.  
Click the **Student Center** menu.



2. Scroll to the Personal Information section on the Student Center page.  
Click the **Names** link.



3. You Names page displays with a list of your current names.

### Names

View, add, change or delete a name.

Below is a list of your current names. Each na

Name Type	Name
Primary	Mr Michael Bourgeois
Preferred	Mike Bourgeois

ADD A NEW NAME

**NOTE:** The Add a New Name process is restricted and will not allow you to create a new name. Contact the Registrar's Office if you wish to add a new name or change your existing name.

# Job Aid

4. If you wish to setup a preferred name, click the **Edit** button and make the necessary changes.

Name Type	Name	
Primary	Mr Michael Bourgeois	
Preferred	Mike Bourgeois	<a href="#">edit</a>

5. Click the **Save** button, and then click the **OK** button to complete the save.

### Change name

**Name Type:** Preferred  
**Format Using:** English [Change Format](#)  
**Prefix:**   
**First Name:**   
**Last Name:**   
**Suffix:**

**Date changes will take effect**

[SAVE](#) [OK](#)

### Save Confirmation

The Save was successful.

[OK](#)

6. Click the **Student Center** option from the **go to ...** drop-down list, and then click the **GO!** button, or click the Student Center link on your menu bar.

**go to ...**

- Account Inquiry
- My Academics
- Personal Data Summary
- Student Center**
- User Preferences
- go to ...

**Student Center** [Student Center](#)