Use this task to update the name you want to use in UCPath.

Note: Currently the name appears only in the UCPath dashboard.
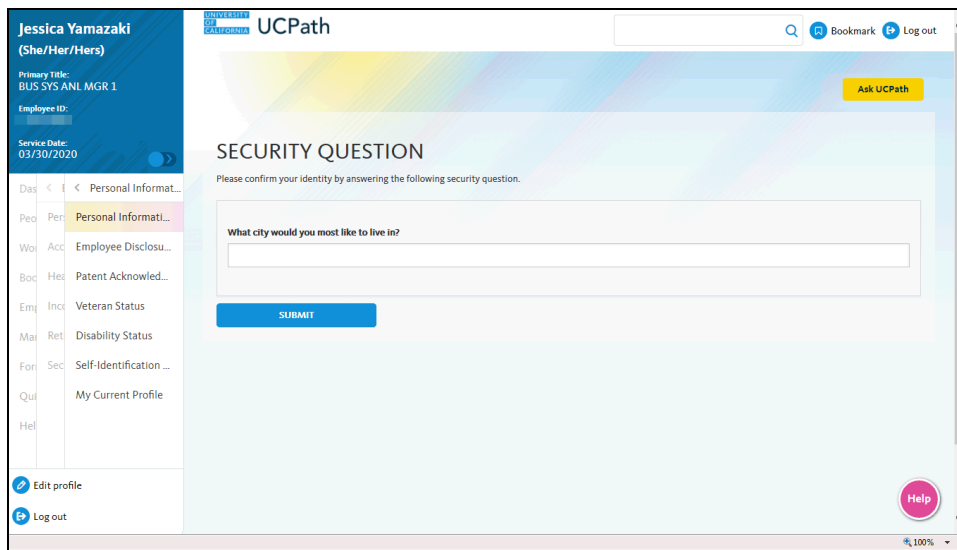
Dashboard Navigation:
Personal Information > **Personal Information Summary**
or
Menu Navigation:
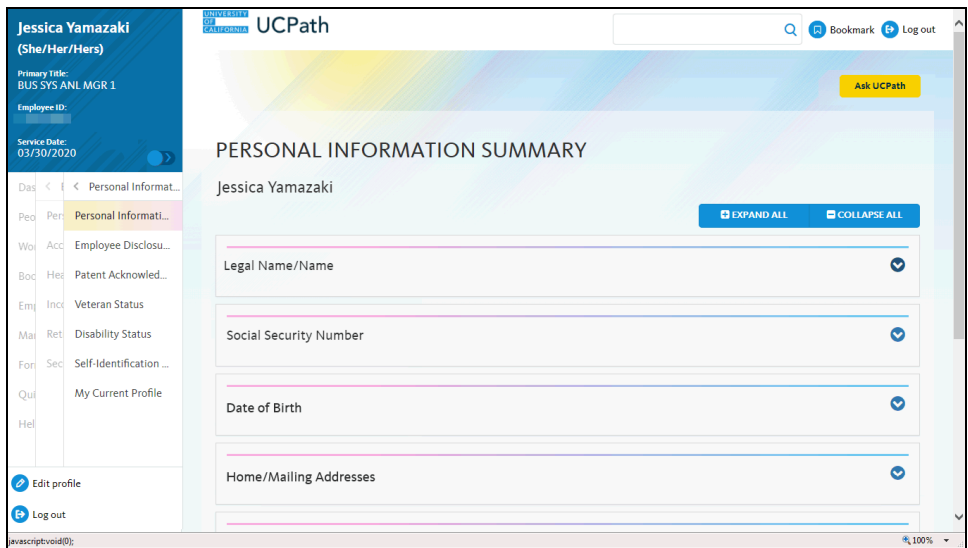Employee Actions > Personal Information > **Personal Information Summary**

Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

Step	Action
1.	To prevent unauthorized changes, UCPath Online prompts you to verify your identity by answering one of your security questions. If you have not set up your security questions and answers, UCPath Online redirects you to the page where you can set them up.
2.	UCPath randomly selects one of your security questions. Click in the **Answer** field.
3.	Enter the desired information into the **Answer** field. This field is not case-sensitive. For this example, enter **London**.
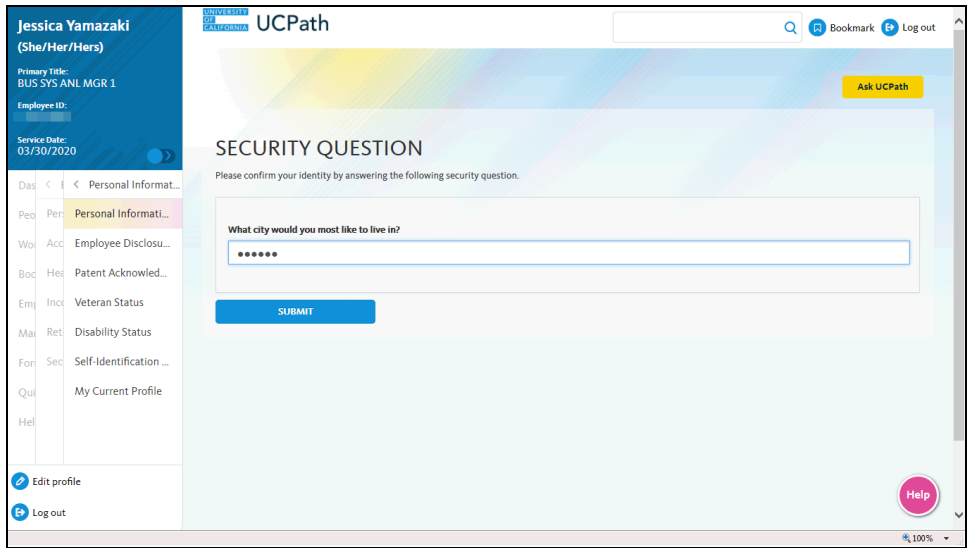
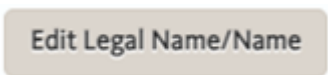| Step	Action
4.	Your answer appears as a series of dots. If you answer incorrectly three times, UCPath prompts you to reset your security questions by verifying your date of birth and the last four digits of your Social Security number.
5.	Click the **Submit** button.

Step	Action
6.	The **Personal Information Summary** page appears. Click the **Expand section Legal Name/Name** button. ⌄
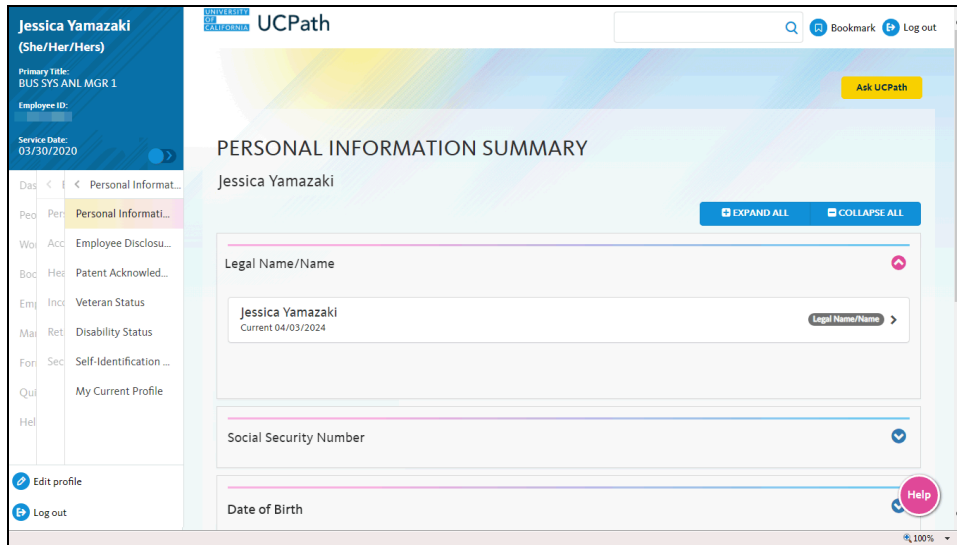
Step	Action
7.	UCPath displays both your **Legal Name** and **Name** values in this section.
8.	Click the **Legal Name/Name** button. Legal Name/Name ›
9.	Click the **Edit Legal Name/Name** button. Edit Legal Name/Name

Step	Action
10.	The **Edit Legal Name/Name** page appears.
	Legal Name values display first, followed by **Name** values.
	Legal Name is the name that identifies a person for legal or certain official purposes. In UCPath, these are always labeled as "Legal Name" and never as "Name". Its presentation and use are restricted to protect confidentiality.
	Use the **Update My Legal Name** task to update your **Legal Name.**
	Name is a self-chosen or personal and/or preferred professional name used instead of a **Legal Name.** This name is used for university business and education whenever possible. It is the standard UCPath name field used and presented on pages and reports throughout the system. These are always labeled as "Name" and never as "Legal Name". **Name** fields are initially populated from Legal Name fields.
	Use this task to update your **Name.**

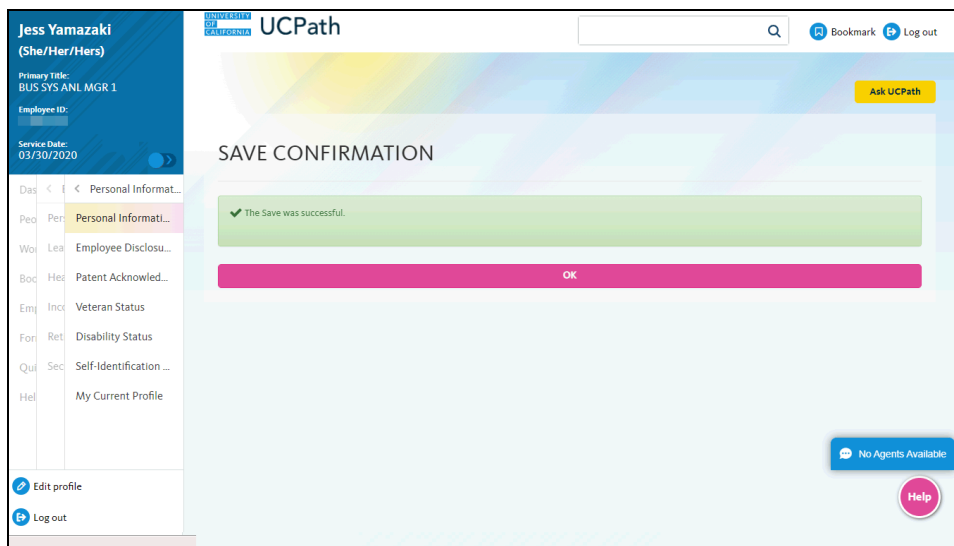| Step	Action
11.	**Legal Name** values display first, followed by **Name** values. **Name** values can be changed at any time and as often as desired, provided **Legal Name** changes are not in process. Changes are automatic, with no delay times. **Legal Name** value changes require approval before being applied. During the approval process, **Name** value fields are locked down and cannot be changed.
12.	Click the scroll button.

Step	Action
13.	Before changing any values, <u>carefully read the instructions under each value.</u> **Name** values can be changed at any time and as often as desired, provided **Legal Name** changes are not in process. Changes are automatic, with no delay times. **Legal Name** value changes require approval before being applied. During the approval process, **Name** value fields are locked down and cannot be changed.
14.	Click in the **First Name** field.
15.	Enter the desired information into the **First Name** field. For this example, enter **Jess**.

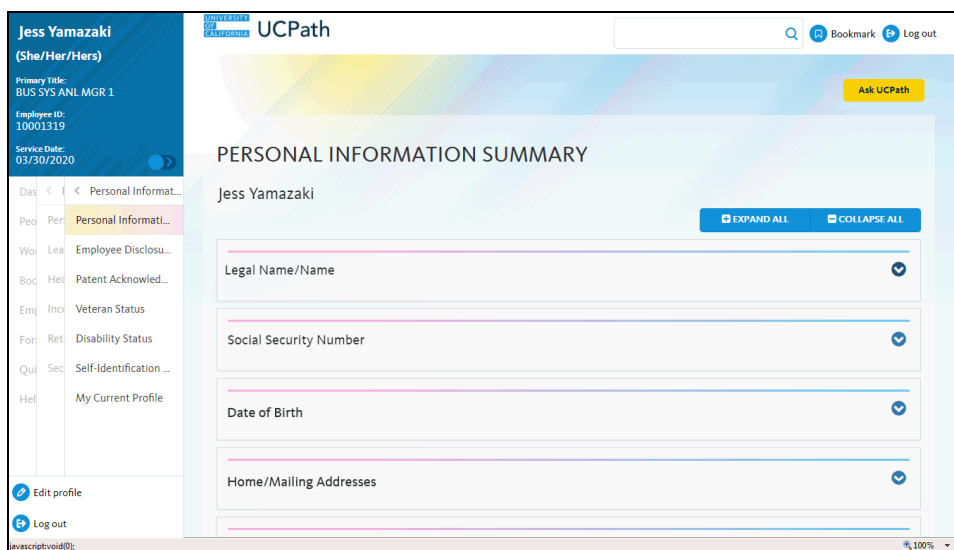| Step	Action
16.	Other **Name** values can also be changed here. For this example, do not change **Middle Name** or **Last Name.**

Step	Action
17.	The **Preview** section displays how your updated **Name** will appear if the change is submitted.
18.	Click the **Refresh Name** button. Refresh Name

Step	Action
19.	Make any changes needed in the appropriate **Name** fields before moving on to the next step.
20.	To apply the **Name** change, click the **OK** button.
21.	Click the **Submit** button.

Step	Action
22.	Click the **OK** button.

Step	Action
23.	Your updated **Name** appears in the upper left corner of UCPath.
24.	Click the **OK** button.

Step	Action
25.	Your updated **Name** appears on the **Personal Information Summary** page.
26.	You have updated your name in your personal information. **End of Procedure.**