



Office of the Registrar

# Add/Update Preferred Name

Learn how to add or update preferred name

# Step 1

## Add/Update Preferred Name

The screenshot shows the UAccess Student Center interface. At the top, the University of Arizona logo and 'UAccess STUDENT CENTER' are visible. The user's name 'WILBUR WILDCAT' and 'STUDENT ID: 00000001' are displayed in the top right. A navigation bar includes 'PERSONAL', 'ENROLLMENT', 'ADVISING', 'ACADEMIC RECORD', 'FINANCIAL AID', and 'BURSAR ACCOUNTS'. The 'PERSONAL' menu is open, listing 'Personal Summary', 'Guest Manager', 'Campus Health Options', 'Campus Health Info', 'Veteran Benefit Certification', and 'Meal Plan'. A red arrow points to 'Personal Summary'. A large white callout box with a red border contains the text 'Welcome to the redesigned Center!' and 'Enrollment Dates Summer 2020 Enrollment Open: **Enroll Now**'. Below the callout, a 'Holds' section shows 'Past Due Balance NoTranscript'.



Navigate to the **Personal** menu, click **Personal Summary**

## Step 2

## Add/Update Preferred Name

UAccess  
STUDENT CENTER

WILBUR  
STUDENT ID

PERSONAL ▾ ENROLLMENT ▾ ADVISING ▾ ACADEMIC RECORD ▾ FINANCIAL AID ▾ BURS

Home / Personal Summary

### Personal Summary

Manage your personal information and account access

#### Personal Information Summary

View and update your names, contact information, and emergency contacts

<b>Permanent</b> Wilma Avenue Tucson, AZ	<b>Mailing</b> Wilma Avenue Tucson, AZ	<b>Cell Phone</b> 000000000	<b>@ UA Off</b> wilburwild
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**UPDATE INFORMATION**



On the Personal Information Summary Page, click the **Update Information** button

# Step 3

## Add/Update Preferred Name

PERSONAL ▾ ENROLLMENT ▾ ADVISING ▾ ACADEMIC RECORD ▾ FINANCIAL AID ▾ BURSAR ACCOUNT ▾

Home / Personal Summary / Summary

### Personal Information Summary

View and update your preferred name, pronoun, contact information, and emergency contacts

Primary Name  
**Wilbur Wildcat**

**Pronoun:** He, him, his

**Student ID:** 00000001

**UA Official Email:** wilburwildcat@email.arizona.edu

Your University of Arizona email is an essential tool for official university-related communication. [MORE DETAILS >](#)

You may add, change or delete your preferred first and middle name only. To view information on how to change your primary name please visit the Office Registrar website at <http://registrar.arizona.edu/personal/personal.htm>

**ADD PREFERRED NAME** **UPDATE PRONOUN**

[EXPAND ALL](#) [COLLAPSE ALL](#)




Click the **Add Preferred Name** button


### Personal Information Summary

View and update your preferred name, pronoun, contact information, and emergency contacts


#### Preferred Name

Format Using: English 

Date new name will take effect

05/19/2020 


Prefix


Mr 

First Name Middle Name Last Name

Wilby J Wildcat

Suffix

Junior 





Complete the following fields:

- Date name will take effect**
- Prefix (Optional)**
- First Name and/or**
- Middle Name**
- Suffix (Optional)**

Click **Save**

- Last name is not available to update using preferred name. To change your legal name contact the Registrar's Office.



Office of the Registrar

**We hope you found  
this tutorial helpful!**

If you need additional support,  
please contact us at:

reghelp@arizona.edu

520-621-3113

For more information, visit our website:

<https://www.registrar.arizona.edu/students>