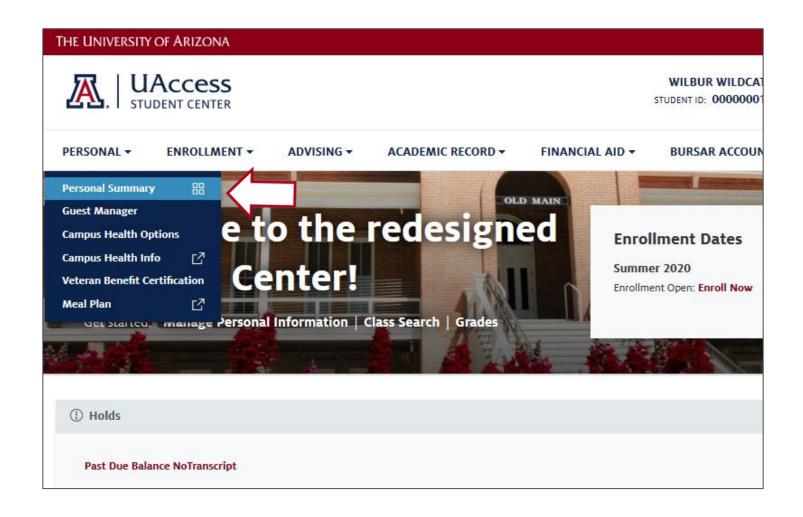
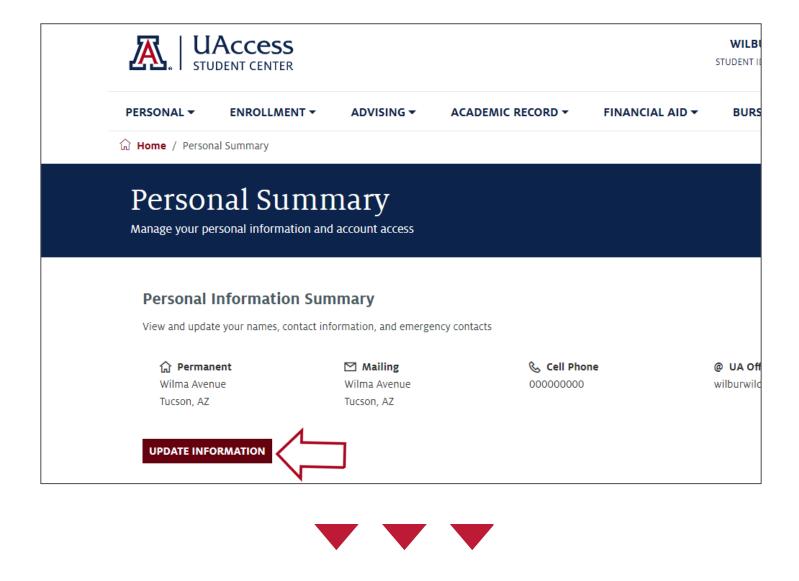


Add/Update Preferred Name

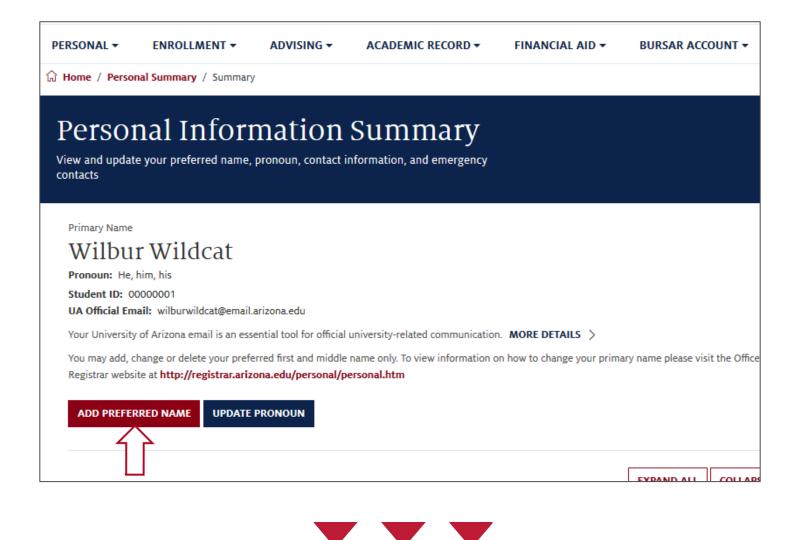
Learn how to add or update preferred name



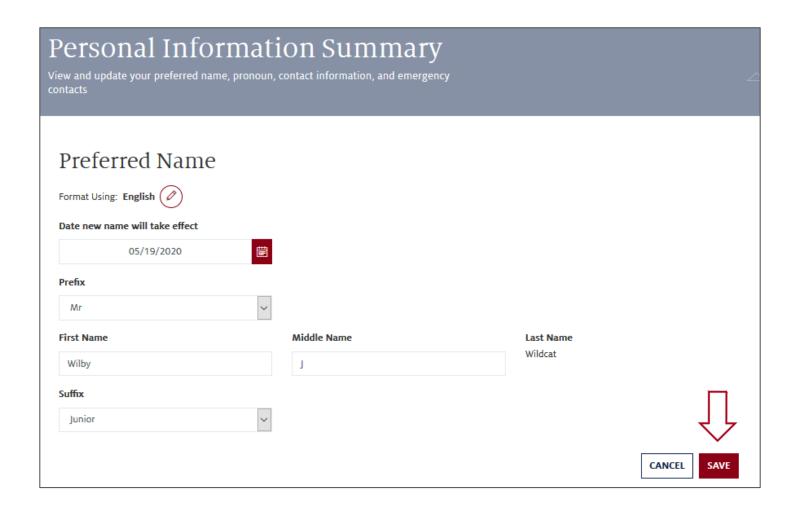
Navigate to the **Personal** menu, click **Personal Summary**



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



Click the Add Preferred Name button





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.



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