# Changing Your Preferred Name in UR Student

This reference will guide you on how to change your preferred name in the system. Preferred names are brought over from HRMS, but may not be what students or staff recognize you as.

Changing My Preferred Name

1. Log into UR Student and select the **View Profile** icon, found upper right of the screen and choose **View Profile**

2. Within the blue navigation bar on the left, select the **Actions** button under your name

3. From the related actions pop up window, <u>hover</u> over **Personal Data** using your mouse to show a second window

4. While hovering over **Preferred Data**, slide mouse to right to click **Change My Preferred Name**

5. Within the **Change My Preferred Name** view, <u>uncheck</u> **Use Legal Name As Preferred Name**

6. Type your name in the **First Name** and **Last Name** fields as you would like it to appear in the system

7. Click **Submit**
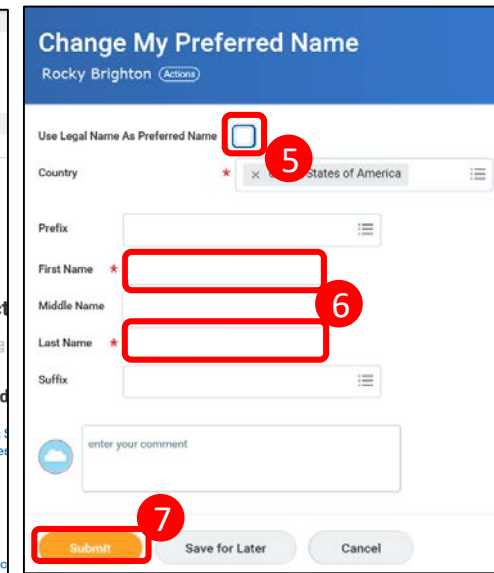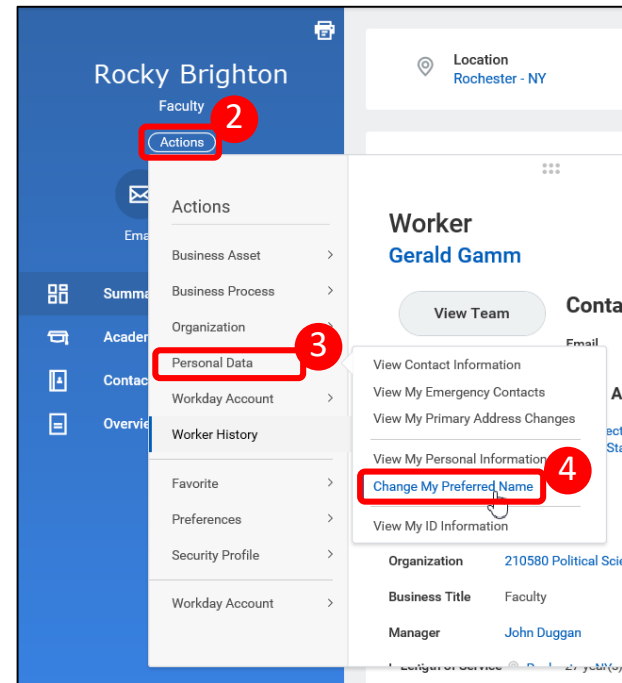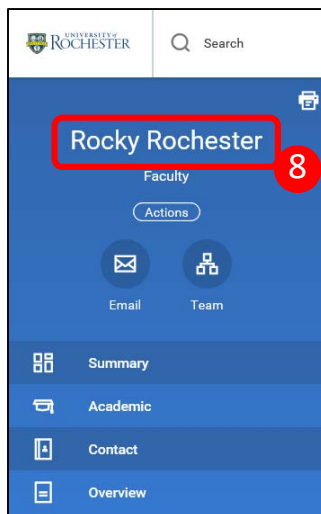
Verify Name Has Changed

8. Your name has been updated within the View Profile screen atop the blue navigation area

Updates will also appear in the following areas:

- **Instructors** can access **Find Course section URSTU 1201** report from the Teaching dashboard by clicking **More (4)** to find the report
  - Once in the report, search for your course section and view the information to your course
- **Advisors** can access this report from the My Advisee dashboard and clicking Quick Links to find the report
- **Course Managers** can add instructor's updated names to course sections

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