



Changing Your Preferred Name in UR Student

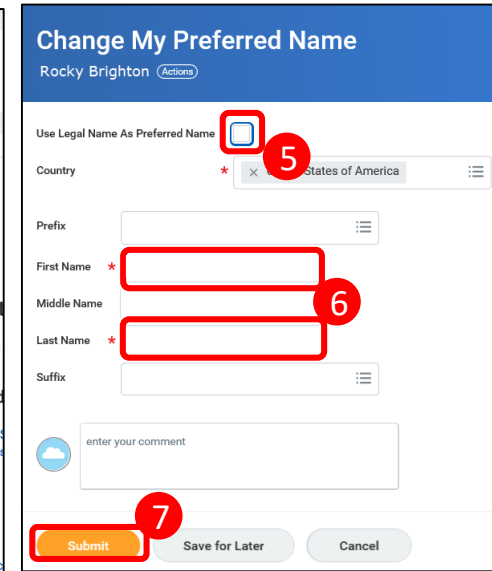
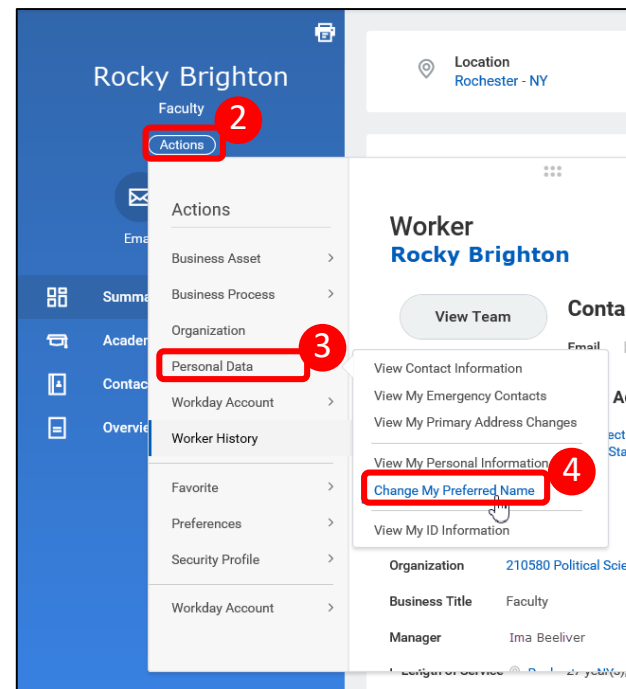
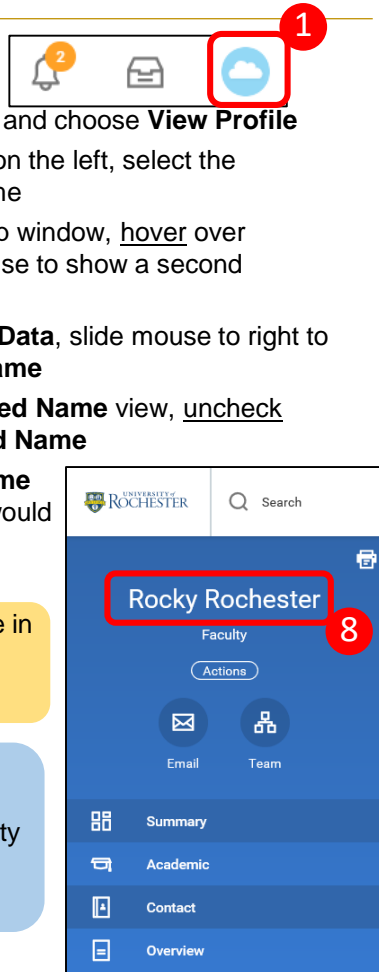
Preferred names for faculty and staff originate from our human resource system ([HRMS](#)), but may not be what others recognize you as. This guide shows faculty, staff, students and students who are also employees (Student Workers) how to change their preferred name in UR Student only.

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, hover over **Personal Data** using your mouse to show a second window
4. While hovering over **Personal Data**, slide mouse to right to click **Change My Preferred Name**
5. Within the **Change My Preferred Name** view, uncheck **Use Legal Name As Preferred Name**
6. Edit your name in the **First Name** and **Last Name** fields as you would like it to appear in UR Student
7. Click **Submit**

 **Tip:** Changing your preferred name in in UR Student will not change your name in the University HRMS.

 **Note:** Faculty, Staff, students and students who are also employees (Student Workers) all have the ability to change their preferred name in UR Student.



Verify Your Preferred Name Has Changed

8. Your name update will be reflected within the View Profile screen atop the blue navigation area. *In this example Rocky Rochester is the new preferred name.*

Updates will also appear in the following areas:

- **Instructor** names will appear updated on course sections and can be accessed via the **Find Course section URSTU 1201** report.
- **Advisor** names will appear updated on students' **Important Contacts Support Network** found on the Academics dashboard.
- **Student** names will appear updated anywhere where preferred name is displayed (e.g. advisee lists and course rosters).