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. Select the View Profile icon, (found upper right of the screen)
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 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).