Changing Your Preferred First Name

This guide shows faculty, staff, and students how to change their preferred FIRST name only. This can be accessed from both the student and the worker profile.

Changing My Preferred First Name

1. Log into MyURHR 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 **Personal 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. Edit your name in the **First Name** field as you would like it to appear.

7. Click **Submit**

Verify Your Preferred First Name Has Changed

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

<u>Updates will also appear in the following areas:</u>

- **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).

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