Changing Your Preferred Name in UR Student

Preferred names are brought over from HRMS, but may not be what students or staff recognize you as. This reference will guide you on how to change your 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 Preferred 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. Type 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 and Staff have the ability to change their preferred name in UR Student themselves. Students must visit their Registrar to change their preferred name.

Verify Your Preferred Name Has Changed

8. Your name will be updated 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:

- 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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