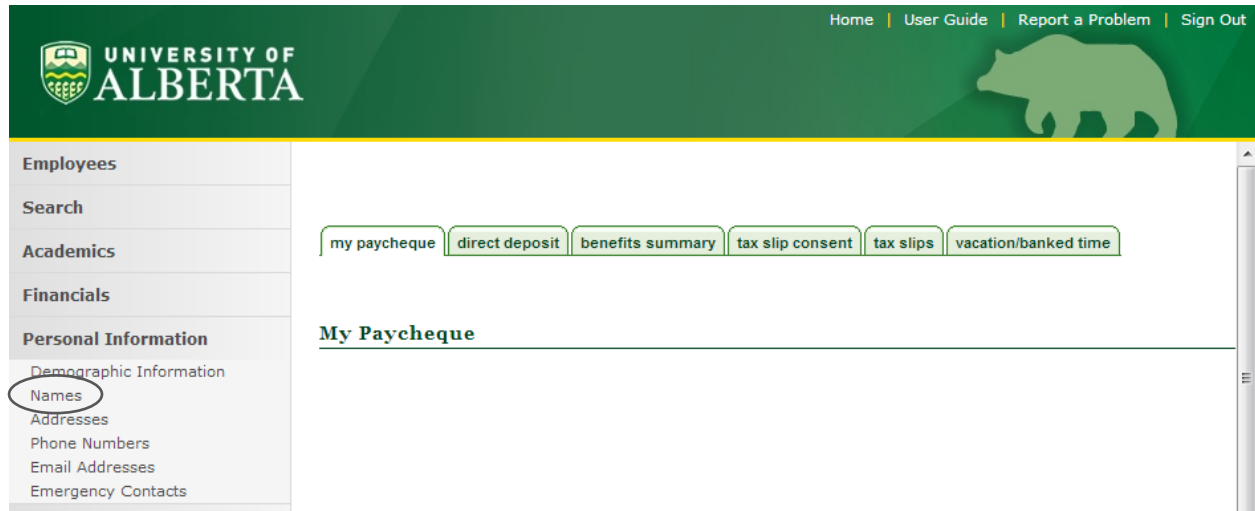


Personal Information - Names

Human Resource Services (HRS)

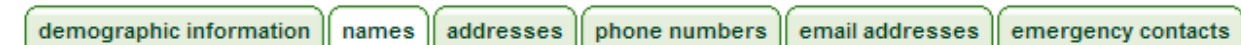
Under **Names** you can edit your preferred name. Your preferred name is the First and Middle name you prefer to use and can differ from your legal name the University has on record.

1. Click **Personal Information** from the left menu items and select **Names** from the submenu.



The screenshot shows the University of Alberta HRS portal. The top navigation bar includes links for Home, User Guide, Report a Problem, and Sign Out. The left sidebar menu is expanded to 'Personal Information', with 'Names' circled. The main content area shows a navigation bar with buttons for 'my paycheque', 'direct deposit', 'benefits summary', 'tax slip consent', 'tax slips', and 'vacation/banked time'. Below this, the 'My Paycheque' section is visible.

2. Click the **Edit** button to change/correct the existing Preferred Name on file.



The screenshot shows a navigation bar with buttons for 'demographic information', 'names', 'addresses', 'phone numbers', 'email addresses', and 'emergency contacts'. The 'names' button is highlighted.

Names

Primary Name Type reflects the record that the University of Alberta holds as your legal name. To make changes to your primary name you are required to complete a [Change of Name Form](#) and submit supporting documentation. Details on acceptable documentation and where to submit your change of name are provided on the form.

Preferred Name Type reflects the record the University has obtained from you on your preference of First and Middle name. You may change your preferred first and middle name by using the edit button on this page.

Name Type	Name	
Primary	Hoqj, Dtijutb	
Preferred	Hoqj, Dtijutb	edit

Note: By entering your preferred name, you hereby acknowledge and agree that the University, in the course of any communications and activities related to the use of your name, as determined by the University in its sole discretion, may use either your preferred first name or your legal first name. You acknowledge and agree that your preferred first name shall comply with all University policies and procedures and that the University may disallow, for any reason whatsoever, your choice of preferred name. Finally, you expressly acknowledge and agree that the University has no obligation, duty or liability to you, in any way whatsoever, respecting the use of either your preferred name or legal name in the course of any communications and activities.