

**Adding a Preferred Name
in
UAccess Student Center**

Log into your
UAccess Student
Center

Click on "Names" in
the Personal
Information section

Student Center

William's Student Center ID [REDACTED]

Academics

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[Booklist](#)

other academic... >>

Finances

My Account
[Account Inquiry](#)
Student Health Insurance
[Enroll/Cancel Coverage](#)
[View Eligibility and Fees](#)
Financial Aid
[Financial Aid Authorization](#)
[My Financial Aid Status](#)
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

other financial... >>

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

Contact Information

Permanent Address	Mailing Address
[REDACTED]	[REDACTED]
Cell Phone	UA Official Email
None	[REDACTED]

enrollment shopping cart ▶

go to quickpay ▶

Notices & H
No Holds.

To Do List
No To Do's.

Enrollment
[Open Enrollment](#)

Advisor(s)
None Assigned

Helpful Lin
[Help](#)
[Getting Started C](#)
[View & Search Te](#)

Administra
[Current Students](#)
[Future Students](#)

Academic A
[Undergraduate](#)

Click on "Add A New Name"

Note that you may only add, edit or delete a preferred first and/or middle name.

UAccess STUDENT

ID [REDACTED] go to ...

Personal Information **Credentials** **Participation**

addresses || names || phone numbers || email addresses || internet addresses || emergency contacts || demographic information

Names

You may add, change or delete your preferred first and middle name only. To view information on how to change your primary name please visit the Office of the Registrar website at <http://registrar.arizona.edu/personal/personal.htm>

Name Type	Name		
Primary	William Jones		

ADD A NEW NAME

Personal Information **Credentials** **Participation**

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Internet Addresses](#) [Emergency Contacts](#) [Demographic Information](#)

go to ...

In the example below, William Jones wants to be known as Bill Jones. Type in the preferred first name in the first name field box and then click "Save."

William Jones

Names

Add a new name

You may, add, change or delete your preferred first and middle name only. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Preferred
Format Using: English [Change Format](#)
Prefix:
First Name: **Middle Name:**
Last Name: Jones
Suffix:

Date new name will take effect (example: 12/31/2000)

SAVE

[Return to Current Names](#)

Bill now has both a Primary and Preferred name. The name "Bill" now appears at the top of his Student Center. You can also edit the preferred name or delete it.

The screenshot shows the UAccess Student portal for a user named Bill Jones. The page has a blue header with the UAccess Student logo. Below the header, the user's name 'Bill Jones' is displayed next to an ID field and a 'go to ...' dropdown menu. There are three main tabs: 'Personal Information', 'Credentials', and 'Participation'. Under 'Personal Information', there are sub-links for 'addresses', 'names', 'phone numbers', 'email addresses', 'internet addresses', 'emergency contacts', and 'demographic information'. The 'Names' section is highlighted, showing a table with two rows: 'Primary' (William Jones) and 'Preferred' (Bill Jones). The 'Preferred' row has 'edit' and 'delete' buttons. A green arrow points to the 'Bill Jones' name in the table, another points to the 'edit' button, and a third points to the 'delete' button. Below the table is a green button labeled 'ADD A NEW NAME'. At the bottom, there are navigation links for 'Personal Information', 'Credentials', and 'Participation', and another 'go to ...' dropdown menu.

UAccess STUDENT

Bill Jones ID [REDACTED] go to ...

Personal Information Credentials Participation

addresses || names || phone numbers || email addresses || internet addresses || emergency contacts || demographic information

Names

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Name Type	Name		
Primary	William Jones		
Preferred	Bill Jones	edit	delete

ADD A NEW NAME

Personal Information Credentials Participation

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Internet Addresses](#) [Emergency Contacts](#) [Demographic Information](#)

go to ...