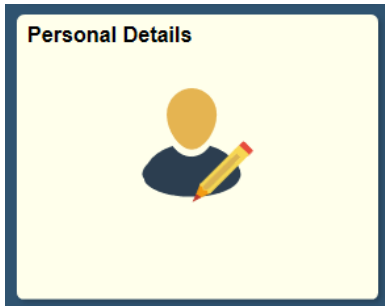


## Updating Your Preferred Name

Students and faculty have the option to use a name other than their legal (primary) name to identify themselves. The University of Kansas will use that preferred name wherever possible unless the usage of the legal name is mandated. The preferred name will be sent to Blackboard and will be listed on class and grade rosters, among other processes.

First, log onto Enroll & Pay and click on the Campus Personal Information tile under Enroll & Pay.



Depending on your access, you will have the option to update various pieces of information under Personal Details. To update your Preferred Name, click on Update Name & Pronouns and then on the Preferred name type.

The screenshot shows a web interface for updating personal information. On the left is a sidebar with options: "Addresses", "Emergency Contacts", and "Update Name & Pronouns" (which is highlighted with a green box). The main content area is titled "Update Name & Pronouns" and includes fields for "Date of Birth" (01/01/1980) and "Social Security Number" (\*\*\*\*\*1111). Below these is a "Names" section with a table:

Name	Type
Jayhawk Instructor	Primary
Jayhawk Instructor	Preferred

The "Preferred" row is highlighted with a green box. A dashed green arrow points from the "Update Name & Pronouns" title down to the "Preferred" row. The "Primary" row has a right-pointing chevron, and the "Preferred" row also has a right-pointing chevron.

## Updating Preferred Name

Faculty and students can make adjustments to their preferred name here. Click Save when complete.

Cancel **Edit Name** Save

Type Preferred

\*Name Format English

Prefix Mr

\*First Name Jayhawk

Middle Name

\*Last Name Instructor

Suffix Junior

The preferred name will now appear on the KU Personal Details/Update Name & Pronouns page.

**Names** ⓘ

Name	Type	
Jayhawk Instructor	Primary	>
Mr Jayhawk Instructor	Preferred	>

To change your Legal/Primary Name, please refer to this website for more information:  
[registrar.ku.edu/correction-records](http://registrar.ku.edu/correction-records)