

Changing your preferred name in the UCCS system

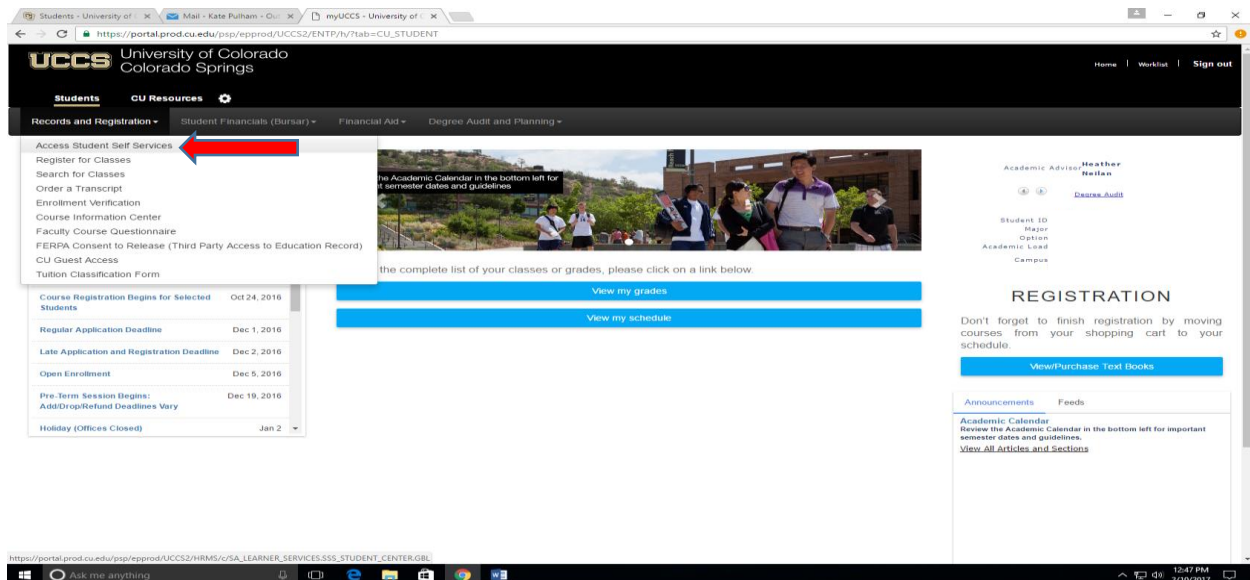
Starting at the beginning of the spring of 2017 semester, UCCS allows students to change their preferred name directly through the student portal. Changing your name in the UCCS system will change the way your name appears most places on campus, including but not limited to:

- The way your name appears on emails to and from your UCCS email address
- Your name as it appears when you log into computers on campus
- Your name in class rosters (this is how your professors know who you are!)

It may take a while for all of the systems within the university to update your name, but changing it online is very easy.

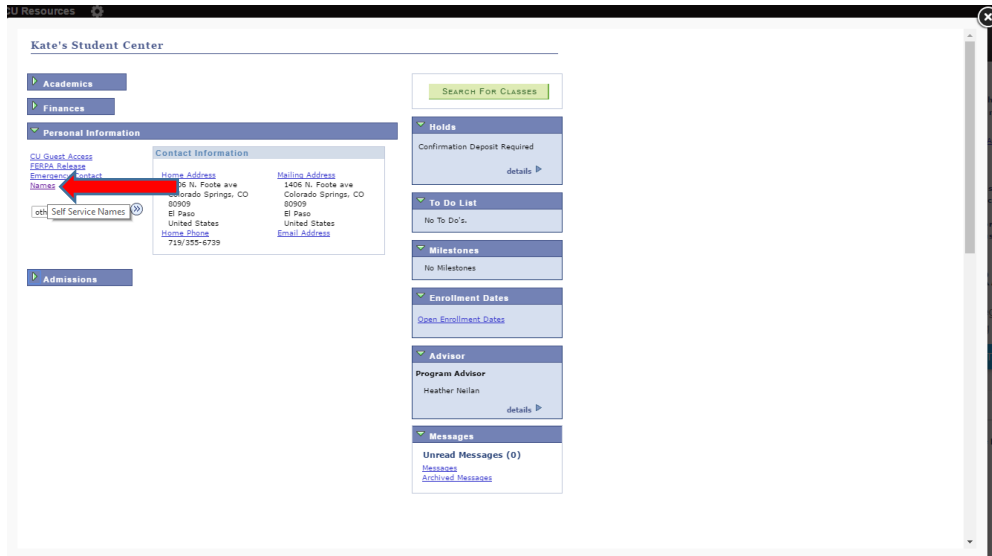
To change your name in the UCCS portal:

1. Log into the uccs portal at https://portal.cusys.edu/MyUCCSFedAuthLogin.html?TARGET=https://portal.cusys.edu/psp/epprod/UCCS2/ENTP/h/\?tab\=CU_STUDENT
2. Navigate to the Records and Registration drop down menu and click on “Access Student Self Services”

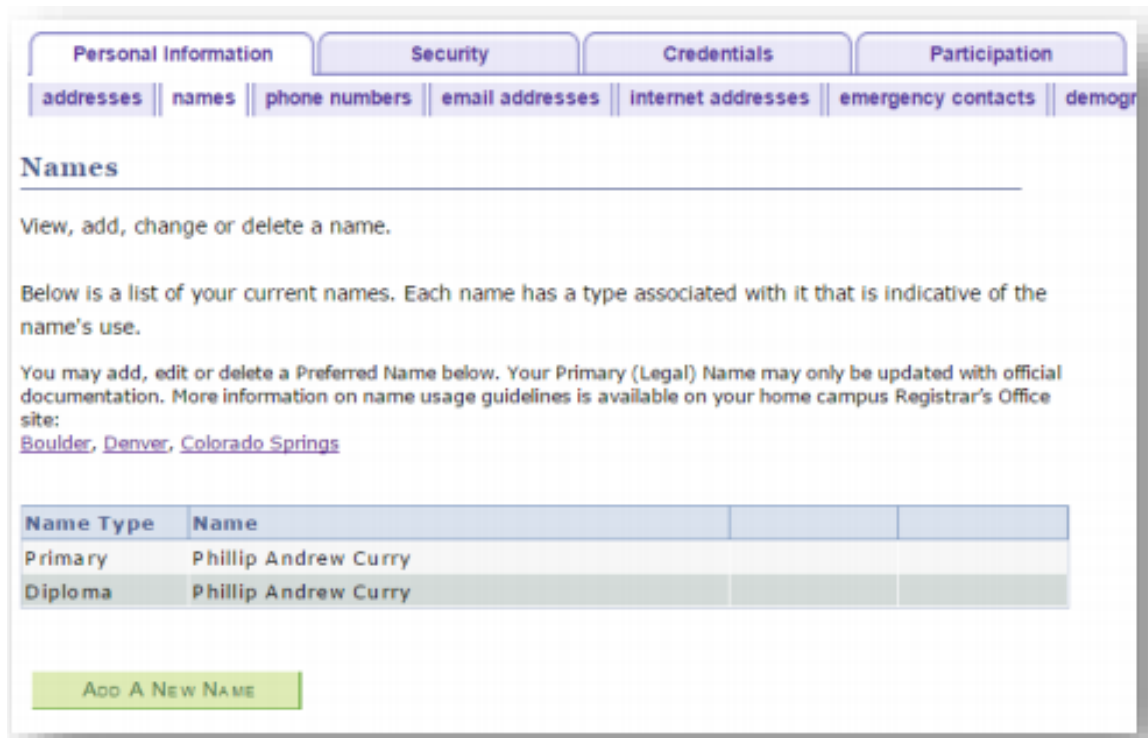


The screenshot shows the UCCS student portal interface. The top navigation bar includes 'Students' and 'CU Resources'. A dropdown menu for 'Records and Registration' is open, with a red arrow pointing to 'Access Student Self Services'. Other options in the menu include 'Register for Classes', 'Search for Classes', 'Order a Transcript', 'Enrollment Verification', 'Course Information Center', 'Faculty Course Questionnaire', 'FERPA Consent to Release (Third Party Access to Education Record)', 'CU Guest Access', and 'Tuition Classification Form'. Below the menu, there are buttons for 'View my grades' and 'View my schedule'. The right side of the page shows a student profile for Heather Reiter, including fields for Student ID, Major, Option, Academic Load, and Campus. A 'REGISTRATION' section is also visible, with a button for 'View/Purchase Text Books'.

3. Scroll down to “Personal Information” and click on names.



4. Now you will need to add a preferred name, or if the university already has a preferred name for you, edit the one you have. If you need to add a name it will look like this:



You will want to click on “Add A New Name” and enter your preferred name.

If you need to change your preferred name, it will look like this:

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

You may add, edit or delete a Preferred Name below. Your Primary (Legal) Name may only be updated with official documentation. More information on name usage guidelines is available on your home campus Registrar's Office site:
[Boulder](#), [Denver](#), [Colorado Springs](#)

Name Type	Name		
Primary	Phillip Andrew Curry		
Preferred	Phil A Curry	edit	delete
Diploma	Phillip Andrew Curry		

Congratulations! Your name has been changed in the university system!

Note: the one major thing that it will not change is the way your name appears on your student ID card. This is considered to be a legal document, and cannot be altered unless you have completed a legal change of name, in which case you will need to request a change of records through the office of the registrar. After the university changes your legal name in their records, you will be able to get a new ID.

Information on the legal name change process in Colorado can be found on our website.