

Use this task to update the name you want to use in UCPath.

**Note:** Currently the name appears only in the UCPath dashboard.

## **Dashboard Navigation:**

Personal Information > **Personal Information Summary** *or* **Menu Navigation:** Employee Actions > Personal Information > **Personal Information Summary** 

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

Jose Perez	UCPath	Search	Q 😡 Bookmark 😝 Log out 🔷
Primary Title: DIRECTOR Employee ID: 10004721			Ask UCPath Center
Box     < t     < Personal Informat       Pee     Per     Personal Informat       Wo     Lea     Patent Acknowled       Boc     Incc     Disability Status       Em     Ret     Veteran Status       For     Sec     My Current Profile	SECURITY QUESTION Prese confirm your identity by answering the following security question. What city would your most like to live in?		
Qui Hel 2 Edit profile 2 Log out			Help

Step	Action	
1.	To prevent unauthorized changes, UCPath Online prompts you to verify your identity by answering one of your security questions.	
	If you have not set up your security questions and answers, UCPath Online redirects you to the page where you can set them up.	
2.	UCPath randomly selects one of your security questions.	
	Click in the <b>Answer</b> field.	
3.	Enter the desired information into the <b>Answer</b> field.	
	This field is not case-sensitive.	
	For this example, enter London.	



Jose Perez		Search	Q 😡 Bookmark 😝 Log out 🔨
Primary Title: DIRECTOR			
Employee ID: 10004721			Ask UCPath Center
Service Date: 07/01/2013			
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Peo Per: Personal Informati	riease continini your ruencity by answering the rollowing security question.		
Wo Lea Patent Acknowled	What city would you most like to live in?		
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<ul> <li>Edit profile</li> <li>Log out</li> </ul>			Help
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Action		
Your answer appears as a series of dots.		
If you answer incorrectly three times, UCPath prompts you to reset your security questions by verifying your date of birth and the last four digits of your Social Security number.		
Click the <b>Submit</b> button.		
SUBMIT		

Jose Perez		Search	Q 😡 Bookmark 😝 Log out 🔨
Primary Title: DIRECTOR Employee ID: 10004721			Ask UCPath Center
Service Date: 07/01/2013 Das <	PERSONAL INFORMATION SUMMARY Jose Perez		
Wo         Lea         Patent Acknowled           Boc         Incc         Disability Status           Emi         Ret         Veteran Status	Legal Name/Name		
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	Date of Birth Home/Mailing Addresses		©
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Step	Action
б.	The <b>Personal Information Summary</b> page appears.
	Click the <b>Expand section Legal Name/Name</b> button.

Jose Perez	UCPath	Search	🔍 😡 Bookmark 😝 Log out ^
Primary Title: DIRECTOR			
Employee ID: 10004721			Ask UCPath Center
Service Date: 07/01/2013	PERSONAL INFORMATION SUMMARY		
Peo Per: Personal Informati	Jose Perez		
Wo Lea Patent Acknowled			COLLAPSE ALL
Boc Inco Disability Status	Legal Name/Name		۵
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Fori Sec My Current Profile	Jose Perez Current 06/05/2018		(Legal Name/Name) >
Hel			
	Social Security Number		0
🤌 Edit profile			Help
🕞 Log out	Date of Birth		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Step	Action		
7.	UCPath displays both your Legal Name and Name values in this section.		
8.	Click the Legal Name/Name button.		
9.	Click the Edit Legal Name/Name button. Edit Legal Name/Name		



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			Ask UCPath Center
	Legal Name and Name changes cannot be updated at the same time. Name changes will be updated immediately but Legal other names can be updated.	name changes will need to be approved and pro	cessed in the system before any
manapares	Legal Name		Allowable Special Characters
	Legal Name Prefix		
	Select an Option		~
	Legal First Name *		
	Jose		
	Legal Middle Name		
	Legal Last Name *		
	Perez		
	Legal Name Suffix		
	Select an Option		~
	Name		
	First Name		
	Jose		

Step	Action	
10.	The Edit Legal Name/Name page appears.	
	Legal Name values display first, followed by Name values.	
	<b>Legal Name</b> is the name that identifies a person for legal or certain official purposes. In UCPath, these are always labeled as "Legal Name" and never as "Name". Its presentation and use are restricted to protect confidentiality.	
	Use the Update My Legal Name task to update your Legal Name.	
	<b>Name</b> is a self-chosen or personal and/or preferred professional name used instead of a <b>Legal Name</b> . This name is used for university business and education whenever possible. It is the standard UCPath name field used and presented on pages and reports throughout the system. These are always labeled as "Name" and never as "Legal Name". <b>Name</b> fields are initially populated from Legal Name fields.	
	Use this task to update your Name.	



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			Ask UCPath Center
	EDIT LEGAL NAME/NAME		
	Legal Name and Name changes cannot be updated at the same time. Name changes will be updated immediately be other names can be updated.	ut Legal name changes will need to	be approved and processed in the system before any
	Legal Name		Allowable Special Characters
	Legal Name Prefix		
	Select an Option		~
	Legal First Name *		
	Jose		
	Legal Middle Name		
	Legal Last Name *		
	Perez		
	Legal Name Suffix		
	Select an Option		~
	Name		
	First Name		
	Jose		

Step	Action	
11.	Legal Name values display first, followed by Name values.	
	<b>Name</b> values can be changed at any time and as often as desired, provided <b>Legal Name</b> changes are not in process. Changes are automatic, with no delay times.	
	<b>Legal Name</b> value changes require approval before being applied. During the approval process, <b>Name</b> value fields are locked down and cannot be changed.	
12.	Click the scroll button.	

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	Name				
	First Name				
	Jose				
aryanan ara c	Your 'First Name' is a name you go by that is different than your legal First n with you, except when it's required for us to use your legal name. As a new e	ame (for example, a middle name that you go by or a name that al employee this field will show your legal first name unless you ente	igns with your gender identity). If you enter Name here, w r a first name here or provided one during the application	e'll use it in most of our communications or hire process.	
	Middle Name				
	Your 'Middle Name' is a name you go by that is different than your legal Mid communications with you. except when it's required for us to use your legal Last Name	die name (for example, a nickname that you go by or a name that name. As a new employee this field will show your legal first nam	aligns with your gender identity). If you enter Name here e unless you enter a first name here or provided one durin	we'll use it in most of our g the application or hire process.	
	Perez				
	Your 'Last Name' is a name you go by that is different than your legal Last na with you, except when it's required for us to use your legal name. As a new e	ime (for example, a middle name that you go by or a name that ali imployee this field will show your legal first name unless you ente	gns with your gender identity). If you enter Name here, we r a first name here or provided one during the application	e'll use it in most of our communications or hire process.	
	Preview Refresh Name				
	Name	Legal Name	PS Format - Legal Name		
	Jose Perez	Jose Perez	Perez, Jose		
	ОК		Cancel		
					~



Step	Action
13.	Before changing any values, carefully read the instructions under each value.
	<b>Name</b> values can be changed at any time and as often as desired, provided <b>Legal Name</b> changes are not in process. Changes are automatic, with no delay times.
	<b>Legal Name</b> value changes require approval before being applied. During the approval process, <b>Name</b> value fields are locked down and cannot be changed.
14.	Click in the First Name field.
15.	Enter the desired information into the First Name field.
	For this example, enter <b>Joe</b> .

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Name						
First Name						
Joe						
Your 'First Name' is a name you go by that is different with you, except when it's required for us to use your	than your legal First name (for example, a middle name that you go by or a name that a egal name. As a new employee this field will show your legal first name unless you ente	ligns with your gender identity). If you enter Name here, v er a first name here or provided one during the application	re'll use it in most of our commu or hire process.			
Middle Name						
Your 'Middle Name' is a name you go by that is differe	nt than your legal Middle name (for example, a nickname that you go by or a name that	aligns with your gender identity). If you enter Name here	we'll use it in most of our			
communications with you, except when it's required for Last Name	r us to use your legal name. As a new employee this field will show your legal first nam	e unless you enter a first name here or provided one durin	g the application of thre proces:			
communications with you. except when it's required fi Last Name Perez	r us to use your legal name. As a new employee this field will show your legal first nam	e unless you enter a first name here or provided one durin	g the application of nine process			
communications with you: except when it's required if East Name Pere Your Task Name's is some you go by that is different with you, except when it's required for us to use your Preview Refresh Name	rr us to use your legal name. As a new employee this field will show your legal first nam has your legal Last name (for example, a middle name that you go by or a name that all gal name. As a new employee this field will show your legal first name unless you ente	e unless you enter a first name here or provided one durin igns with your gender identity). If your enter Name here, w rr a first name here or provided one during the application	g une approcesson or nine process			
communications with you: except when it's required if East Name Pere Your 'Last Name' is a name you go by that is different with you, except when it's required for us to us your Preview Refresh Name Name	rr us to use your legal name. As a new employee this field will show your legal first nam has your legal tast name (for example, a middle name that you go by or a name that all egal name. As a new employee this field will show your legal first name unless you ente Legal Name	e unless you enter a first name here or provided one durin igns with your gender identity). If your enter Name here, w r a first name here or provided one during the application PS Format - Legal Name	g the application of mile process			
communications with you. except when it's required fit Last Name Perez Your 'Last Name' is a name you go by that is different with you, except when it's required for us to use your Preview Refresh Name Name Jose Perez	rr us to use your legal name. As a new employee this field will show your legal first nam han your legal Last name (for example, a middle name that you go by or a name that all egal name. As a new employee this field will show your legal first name unless you ente Legal Name Jose Perez	e unless you enter a first name here or provided one durin igns with your gender identity). If you enter Name here, w r a first name here or provided one during the application PS Format - Legal Name Perez, Jose	g the approximation of mile process			
communications with you, except when it's required fit Lat Name Perez Your 'Last Name' is a name you go by that is different: with you, except when it's required for us to use your Preview Refresh Name Name Jose Perez	rr us to use your legal name. As a new employee this field will show your legal first nam han your legal Last name (for example, a middle name that you go by or a name that all gait name. As a new employee this field will show your legal first name unless you ente Legal Name Jose Perez	e unless you enter a first name here or provided one durin igns with your gender identity). If your enter Name here, w ra first name here or provided one during the application PS Format - Legal Name Perez, Jose	ell use approached to the process			

Step	Action
16.	Other <b>Name</b> values can also be changed here.
	For this example, do not change Middle Name or Last Name.



Name			
First Name			
Joe			
Your 'First Name' is a name you go by that is differe with you, except when it's required for us to use yo	nt than your legal First name (for example, a middle name that you go by or a name t ur legal name. As a new employee this field will show your legal first name unless you	hat aligns with your gender identity). If you enter Name here, w enter a first name here or provided one during the application o	e'll use it in most of our comr or hire process.
Middle Name			
Your 'Middle Name' is a name you go by that is diffe communications with you. except when it's require Last Name	rrent than your legal Middle name (for example, a nickname that you go by or a name d for us to use your legal name. As a new employee this field will show your legal first	that aligns with your gender identity). If you enter Name here v name unless you enter a first name here or provided one during	we'll use it in most of our g the application or hire proce
Perez			
Perez Your 'Last Name' is a name you go by that is differe with you, except when it's required for us to use yo <b>Preview</b> Refresh Name	nt than your legal Last name (for example, a middle name that you go by or a name th ur legal name. As a new employee this field will show your legal first name unless you	at aligns with your gender identity). If you enter Name here, we enter a first name here or provided one during the application o	'll use it in most of our com or hire process.
Perez Your 'Last Name' is a name you go by that is differe with you, except when it's required for us to use yo Preview Refresh Name Name	rt than your legal Last name (for example, a middle name that you go by or a name d ur legal name. As a new employee this field will show your legal first name unless you Legal Name	at aligns with your gender identity). If you enter Name here, we enter a first name here or provided one during the application of PS Format - Legal Name	c'll use it in most of our com or hire process.
Perez Your Las Name's a name you go by that is differe with you, except when it's required for us to use yo Preview Refresh Name Name Jose Perez	nt they your legal text name (for example, a middle name that you go by or a name or legal name. As a new employee this field will show your legal first name unless you Legal Name Jose Perez	at aligns with your gender identity) if you enter Name here, we enter a first name here or provided one during the application of PS Format - Legal Name <b>Perez, Jose</b>	ril use it in most of our comr or hire process.

Step	Action
17.	The <b>Preview</b> section displays how your updated <b>Name</b> will appear if the change is submitted.
18.	Click the <b>Refresh Name</b> button.           Refresh Name

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Name			
First Name			
Joe			
Your 'First Name' is a name you go by that is different t with you, except when it's required for us to use your le	han your legal First name (for example, a middle name that you go by or a name that : gal name. As a new employee this field will show your legal first name unless you ent	aligns with your gender identity). If you enter Name here er a first name here or provided one during the application	we'll use it in most of our communicat n or hire process.
Middle Name			
Your 'Middle Name' is a name you go by that is differen communications with you. except when it's required fo	t than your legal Middle name (for example, a nickname that you go by or a name tha us to use your legal name. As a new employee this field will show your legal first nar	t aligns with your gender identity). If you enter Name he ne unless you enter a first name here or provided one du	e we'll use it in most of our ing the application or hire process.
Last Name			
Last Name Perez			
Last Name Perez Your 'Last Name' is a name you go by that is different ti with you, except when it's required for us to use your la	van your legal Last name (for example, a middle name that you go by or a name that a gai name. As a new employee this field will show your legal first name unless you enti	ligns with your gender identity). If you enter Name here, er a first name here or provided one during the applicatio	we'll use it in most of our communicat n or hire process.
Last Name Perez Your 'Last Name' is a name you go by that is different th with you, except when it's required for us to use your in Preview Refresh Name	tan your legal Last name (for example, a middle name that you go by or a name that a gal name. As a new employee this field will show your legal first name unless you ent	ligns with your gender identity). If you enter Name here, er a first name here or provided one during the applicatio	we'll use it in most of our communicat n or hire process.
Last Name Perez Your TLast Name' is a name you go by that is different if with you, accept when it's required for us to use your is Preview Refresh Name Name	tan your legal Last name (for example, a middle name that you go by or a name that a gai name. As a new employee this field will show your legal first name unless you ent Legal Name	ligns with your gender identity). If you enter Name here, er a first name here or provided one during the applicatio PS Format - Legal Name	we'll use it in most of our communicat n or hire process.

Step	Action
19.	Make any changes needed in the appropriate <b>Name</b> fields before moving on to the next step.
20.	To apply the Name change, click the OK button.
21.	Click the <b>Submit</b> button.



Step	Action
22.	Click the <b>OK</b> button.

Joe Perez	LEGAL NAME/NAME CHANGE
Primary Title: DIRECTOR	Your name change was submitted.
Employee ID: 10004721	Current Name: Tanmay Hsu
07/01/2013	New Name: Joe Perez
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Step	Action
23.	Your updated Name appears in the upper left corner of UCPath.
24.	Click the Return to Personal Information button.

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Prim DIR	ary Title ECTO	e R					
Emp 100	oyee ID 04721					Ask UCPath Center	
Serv 07/	ice Date 01/20	13	PERSONAL INFORMATION SUMMARY				
Das	< E	< Personal Informat					
Peo	Per	Personal Informati	Joe Perez				
Wo	Lea	Patent Acknowled			EXPAND ALL	COLLAPSE ALL	
Boo	Inco	Disability Status	Legal Name /Name			•	
Emj	Ret	Veteran Status	Legal Hame Hame			Ŭ	
For	Sec	My Current Profile					
Qui			Social Security Number			$\odot$	
Hel							
			Date of Birth			٢	
0	dit pre	ofile	Home/Mailing Addresses			•	
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Step	Action
25.	Your updated Name appears on the Personal Information Summary page.
26.	You have updated your name in your personal information. End of Procedure.

