

Use this task to update your legal name in UCPath online. You must update your legal name with the appropriate Federal agencies <u>before</u> you submit a request to change your legal name in UCPath.

Dashboard Navigation:

Personal Information > Personal Information Summary or Menu Navigation: Enclose Action > Demond Information > Demond Information

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.

Peggy King		Search	Q 😡 Bookmark 🚯 Log out 🔺
Primary Title: BUS SYS ANL 4			
Employee ID: 10000644			Ask UCPath Center
Service Date: 01/01/2014	SECURITY QUESTION		
Das 🤄 🤄 Personal Informat.	Please confirm your identity by answering the following security question.		
Emp Per: Personal Informati			
Fon Lea Employee Disclosu	Who is your childhood best friend?		
Qui Hea Patent Acknowled			
Hel Inco Disability Status			
Ret Veteran Status	Submit		
My Current Profile			
 Edit profile Log out 			Help

Action
Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.
For this example, click in the Who is your childhood best friend? field.
Enter the desired information into the Security Question field.
For this example, enter Molly.
Your answer appears as a series of dots.
Click the Submit button.
Submit



Step	Action
4.	If you answer the question correctly, UCPath displays the Personal Information Summary page, and you can then make your changes.
	If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.

Peggy	King		😝 Log out
Primary Tit BUS SYS Employee 1 1000064	le: ANL 4 D: I4		Ask UCPath Center
Service Dat 01/01/2	e: 014	PERSONAL INFORMATION SUMMARY	
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Emį Pe	Personal Informati		EXPAND ALL COLLAPSE ALL
For Le	a Employee Disclosu		
Qui He	Patent Acknowled	Legal Name/Name	0
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Re	t Veteran Status	Social Security Number	0
	My Current Profile		
		Date of Birth	0
		Home/Mailing Addresses	•
🧭 Edit	profile		
🕑 Log	out	Phone Numbers	O
🖉 Edit	profile	Phone Numbers	⊘ ₹,10% -

Step	Action		
5.	Use the Expand All button to see all personal information fields on this page.		
	Use the Collapse All button to hide the detailed information.		
6.	Click the Expand Section Legal Name/Name button.		
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Peggy Primary Title BUS SYS A Employee ID 10000644 Service Date 01/01/20	King NL 4 1 14	PERSONAL INFORMATION SUMMARY Peggy King	COLLAPSE ALL	
Das < 1	< Personal Informat	Legal Name/Name	۵	
Emj Per	Personal Informati			
For Lea	Employee Disclosu	Peggy Dawn King Current 05/11/2023	Legal Name/Name >	
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		Date of Birth	٥	
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Step	Action
7.	Click the Legal Name/Name button.
	Legal Name/Name
8.	Click the Edit Legal Name/Name button.
	Edit Legal Name/Name

UNIVERSITY OF CALIFORNIA	JCPath	Search	Q 😡 Bookmark 😝 Log out 🔷
			Ask IICPath Center
	EDIT LEGAL NAME/NAME		
	Legal Name and Name changes cannot be updated at the same time. Name changes will be updated immediately but Lega other names can be updated.	al name changes will need to be ap	pproved and processed in the system before any
	Legal Name		Allowable Special Characters
	Legal Name Prefix		
	Select an Option		~
	Legal First Name *		
	Peggy		
	Legal Middle Name		
	Dawn		
	Legal Last Name *		
	King		
	Legal Name Suffix		
	Select an Option		~
	News		
	Name		
	First Name		
	Peggy		×



Step	Action
9.	The Edit Legal Name/Name page appears.
	Legal Name values display first, followed by Name values.
	Legal Name 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 this task to update your Legal Name.
	Name is a self-chosen or personal and/or preferred professional name used instead of a Legal Name . 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". Name fields are initially populated from Legal Name fields.
	Use the Update My Name task to update your Name.

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			Ask UCDath Cantor
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eren del del	EDIT LEGAL NAME/NAME		
	Legal Name and Name changes cannot be updated at the same time. Name changes will be updated immediately but other names can be updated.	Legal name changes will need to l	be approved and processed in the system before any
and the second	Legal Name		Allowable Special Characters
	Legal Name Prefix		
	Select an Option		~
	Legal First Name *		
	Peggy		
	Legal Middle Name		
	Dawn		
****	Legal Last Name *		
	King		
	Legal Name Suffix		
	Select an Option		~
	Name		
	First Name		
	Peggy		

Step	Action
10.	 Legal Name value changes require approval <u>before</u> being applied. During the approval process, Name value fields are locked down and cannot be changed. Name values can be changed at any time and as often as desired, provided Legal Name changes are not in process. Changes are automatic, with no delay times.



OF CALIFORNIA	JCPath	Search	Q 😡 Bookmark 😝 Log out
			Ask UCPath Center
	EDIT LEGAL NAME/NAME		
	Legal Name and Name changes cannot be updated at the same time. Name changes will be updated immediate other names can be updated.	ely but Legal name changes will need to b	e approved and processed in the system before any
	Legal Name		Allowable Special Characters
	Legal Name Prefix		
	Select an Option		Ŷ
	Legal First Name *		
	Peggy		
	Legal Middle Name		
	Dawn		
	Legal Last Name *		
	King		
	Legal Name Suffix		
	Select an Option		~
	Name		
	First Name		
	Peggy		

Step	Action
11.	Before changing any values, carefully read any information provided.
12.	Update the appropriate name field(s).
	In this example, enter your new legal last name.
	Click in the Legal Last Name field.
13.	Enter the desired information into the Legal Last Name field.
	For this example, enter Godfrey.
14.	Click the scroll button.
15.	The Preview section displays how your updated Legal Name will appear if the change is submitted. Click the Refresh Name button. Refresh Name



Cloud Minute			
First Name			
Peggy			
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 th 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 com or hire process.
Middle Name			
Dawn			
King Your 'Last Name' is a name you go by that is different	than your legal Last name (for example, a middle name that you go by or a name thi	at aligns with your gender identity). If you enter Name here, we	Illuse it is most of our seri
with you, except when it's required for us to use your	legal name. As a new employee this field will show your legal first name unless you	enter a first name here or provided one during the application of	ar hire process
with you, except when it's required for us to use your Preview Refresh Name	legal name. As a new employee this field will show your legal first name unless you	enter a first name here or provided one during the application of	or hire process.
with you, except when it's required for us to use your Preview Refresh Name Name	legal name. As a new employee this field will show your legal first name unless you	enter a first name here or provided one during the application of PS Format - Legal Name	n dee it in most of dui com or hire process.

Step	Action
16.	Make any changes needed in the appropriate Legal Name fields before moving on to the next step.

JCPath		Search Q 😡 Bookmark 🕑 Log ou
Name		
First Name		
Peggy		
Your 'First Name' is a name you go by that is differen with you, except when it's required for us to use you	it than your legal First name (for example, a middle name that you go by or a name ir legal name. As a new employee this field will show your legal first name unless yo	that aligns with your gender identity). If you enter Name here, we'll use it in most of our communication ou enter a first name here or provided one during the application or hire process.
Middle Name		
Dawn		
Your 'Middle Name' is a name you go by that is differ communications with you. except when it's required	rent than your legal Middle name (for example, a nickname that you go by or a nam I for us to use your legal name. As a new employee this field will show your legal firs	ne that aligns with your gender identity). If you enter Name here we'll use it in most of our st name unless you enter a first name here or provided one during the application or hire process.
Last Name		
King		
Your 'Last Name' is a name you go by that is differen with you, except when it's required for us to use you Preview Refresh Name	t than your legal tast name (for example, a middle name that you go by or a name a' legal name. As a new employee this field will show your legal first name unless yo	that aligns with your gender identify). If you enter hame here, well use it in most of our communicatio su enter a first name here or provided one during the application or hire process.
Name	Legal Name	PS Format - Legal Name
Peggy King	Peggy Godfrey	Godfrey, Peggy Dawn
	ок	Cancel

Step	Action
17.	Note: Full Legal Name (last, first, middle) is only displayed in the PS Format - Legal Name box.
18.	To request the Legal Name change, click the OK button.
19.	Click the Submit button.
20.	The request has been successfully submitted. Click the Return to Name Change button.



Step	Action
21.	The change request is now in the Approval Process.
	Note: Until this request is approved, changes to either Name or Legal Name are <u>prohibited.</u>
	Click the Return to Personal Information button.

Peggy King	CONTRACTOR UCPath	🕑 Log out
Primary Title: BUS SYS ANL 4		
Employee ID: 10000644		Ask UCPath Center
Service Date: 01/01/2014	PERSONAL INFORMATION SUMMARY	
Das 🗧 i 🤄 Personal Informat	Peggy King	
Emp Personal Informati		EXPAND ALL COLLAPSE ALL
Fori Lea Employee Disclosu		
Qui Hea Patent Acknowled	Legal Name/Name	\circ
Hel Inco Disability Status		
Ret Veteran Status	Social Security Number	0
My Current Profile		
	Date of Birth	٥
	Home/Mailing Addresses	0
Edit profile		
😝 Log out	Phone Numbers	♥ 100% ▼

Step	Action
22.	The Personal Information Summary page now appears.

Peggy King		€ Log out
Primary Title: BUS SYS ANL 4		
Employee ID: 10000644		Ask UCPath Center
Service Date: 01/01/2014	PERSONAL INFORMATION SUMMARY	
Das 🦿 🔍 Personal Informat	Peggy King	
Emp Personal Informati		EXPAND ALL COLLAPSE ALL
Fori Lea Employee Disclosu		
Qui Hea Patent Acknowled	Legal Name/Name	•
Hel Inco Disability Status		
Ret Veteran Status	Social Security Number	⊘
My Current Profile		
	Date of Birth	0
	Home/Mailing Addresses	0
Ø Edit profile		
😥 Log out	Phone Numbers	⊘
Log out	Phone Numbers	€ 100%



Step	Action
23.	You have requested an update to your legal name in UCPath online.
	A confirmation email will be sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary . End of Procedure.