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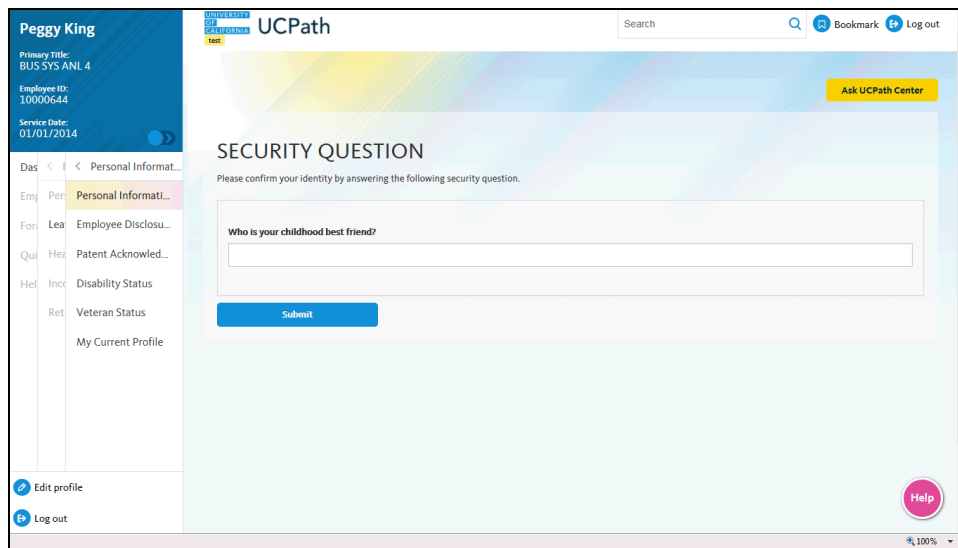
Dashboard Navigation:
Personal Information > **Personal Information Summary**
*or*
Menu Navigation:
Employee Actions > Personal Information > **Personal Information Summary**

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.
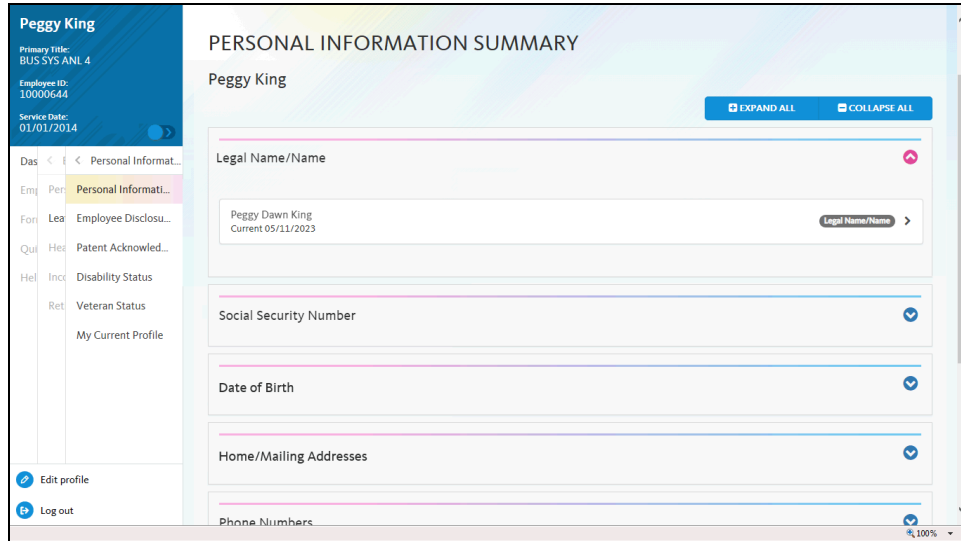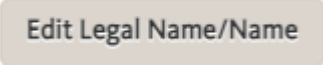

Step	Action
1.	Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the **Security Question** field. For this example, click in the **Who is your childhood best friend?** field.
2.	Enter the desired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

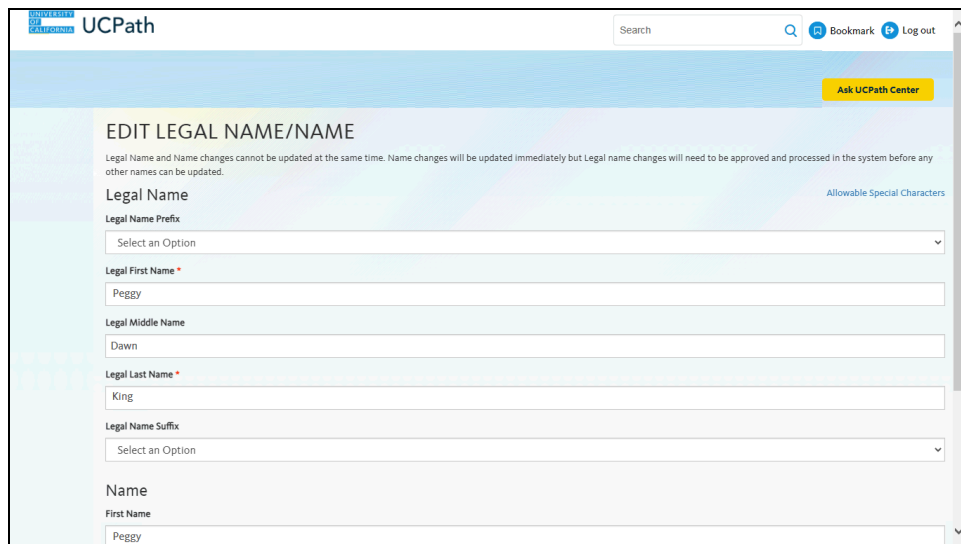| Step	Action
4.	If you answer the question correctly, UCPath displays the **Personal Information Summary** page, and you can then make your changes. If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays 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.
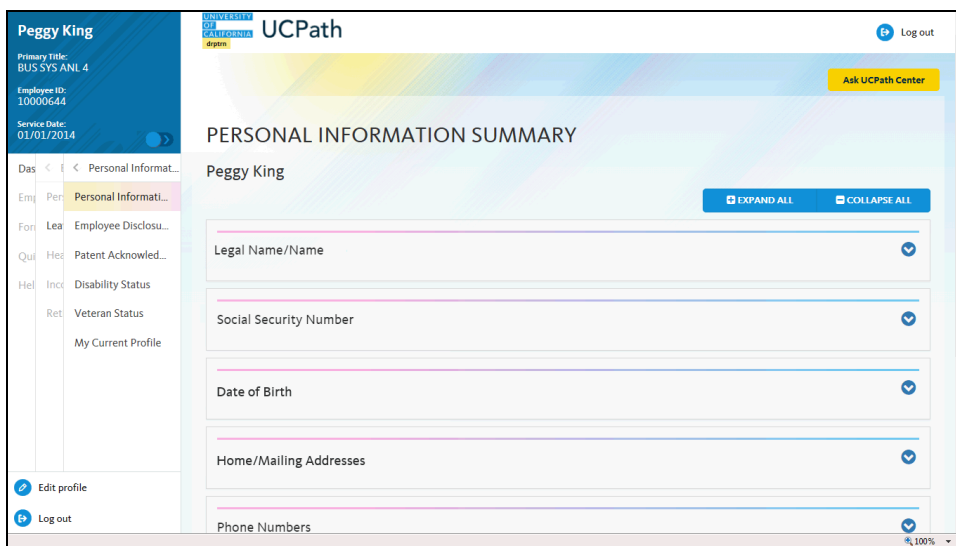
Step	Action
5.	Use the **Expand All** button to see all personal information fields on this page. Use the **Collapse All** button to hide the detailed information.
6.	Click the **Expand Section Legal Name/Name** button.

Step	Action
7.	Click the **Legal Name/Name** button.
8.	Click the **Edit Legal Name/Name** button.

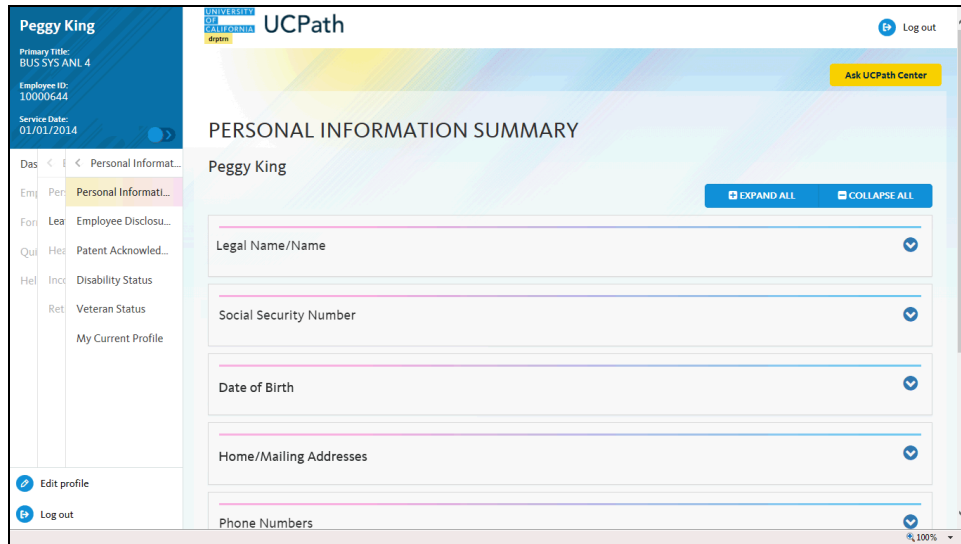| Step	Action
9.	The **Edit Legal Name/Name** page appears. **Legal Name** values display first, followed by **Name** values. **Legal Name** is the name that identifies a person for legal or certain official purposes. In UCPath, these are always labeled as "Legal Name" and never as "Name". Its presentation 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.**

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.

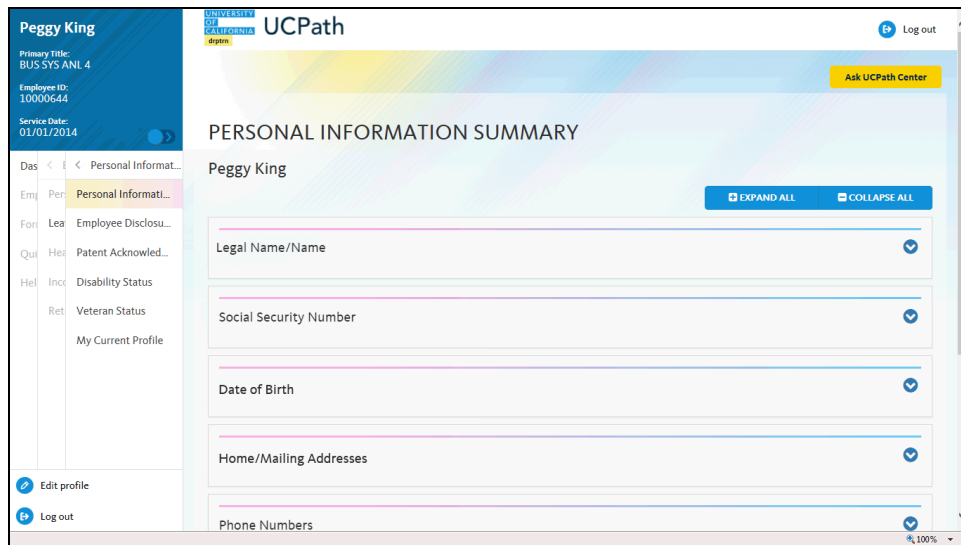| Step	Action
11.	Before changing any values, <u>carefully read any information provided.</u>
12.	Update the appropriate name field(s). In this example, enter your new legal last name. Click in the **Legal Last Name** field.
13.	Enter the desired information into the **Legal Last Name** field. For this 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

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

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.

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

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.**