



Office of the Registrar

Add/Update Preferred Name

Learn how to add or update preferred name

Step 1

Add/Update Preferred Name

The screenshot shows the UAccess Student Center interface. At the top, it says "THE UNIVERSITY OF ARIZONA" and "UAccess STUDENT CENTER". The user's name "WILBUR WILDCAT" and "STUDENT ID: 00000001" are displayed in the top right. A navigation bar includes "PERSONAL", "ENROLLMENT", "ADVISING", "ACADEMIC RECORD", "FINANCIAL AID", and "BURSAR ACCOUNT". The "PERSONAL" menu is open, showing options like "Personal Summary", "Guest Manager", "Campus Health Options", "Campus Health Info", "Veteran Benefit Certification", and "Meal Plan". A red arrow points to "Personal Summary". A large white callout box with a red border says "Welcome to the redesigned Center!". To the right, an "Enrollment Dates" box shows "Summer 2020" and "Enrollment Open: **Enroll Now**". Below the navigation, there are sections for "Holds" and "Past Due Balance NoTranscript".



Navigate to the **Personal** menu, click **Personal Summary**

Step 2

Add/Update Preferred Name

UAccess
STUDENT CENTER

WILBUR
STUDENT ID

PERSONAL ▾ ENROLLMENT ▾ ADVISING ▾ ACADEMIC RECORD ▾ FINANCIAL AID ▾ BURS

Home / Personal Summary

Personal Summary

Manage your personal information and account access

Personal Information Summary

View and update your names, contact information, and emergency contacts

Permanent Wilma Avenue Tucson, AZ	Mailing Wilma Avenue Tucson, AZ	Cell Phone 000000000	UA Office wilburwild
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UPDATE INFORMATION



On the Personal Information Summary Page, click the **Update Information** button

Step 3

Add/Update Preferred Name

PERSONAL ▾ ENROLLMENT ▾ ADVISING ▾ ACADEMIC RECORD ▾ FINANCIAL AID ▾ BURSAR ACCOUNT ▾

[Home](#) / [Personal Summary](#) / Summary

Personal Information Summary

View and update your preferred name, pronoun, contact information, and emergency contacts

Primary Name
Wilbur Wildcat

Pronoun: He, him, his

Student ID: 00000001

UA Official Email: wilburwildcat@email.arizona.edu

Your University of Arizona email is an essential tool for official university-related communication. [MORE DETAILS](#) >

You may add, change or delete your preferred first and middle name only. To view information on how to change your primary name please visit the Office Registrar website at <http://registrar.arizona.edu/personal/personal.htm>

ADD PREFERRED NAME **UPDATE PRONOUN**

[EXPAND ALL](#) [COLLAPSE ALL](#)



Click the **Add Preferred Name** button


Step 4

Add/Update Preferred Name


Personal Information Summary

View and update your preferred name, pronoun, contact information, and emergency contacts


Preferred Name

Format Using: English 

Date new name will take effect



Prefix





First Name

Middle Name

Last Name Wildcat

Suffix







Complete the following fields:

- Date name will take effect**
- Prefix (Optional)**
- First Name and/or**
- Middle Name**
- Suffix (Optional)**

Click **Save**

- Last name is not available to update using preferred name. To change your legal name contact the Registrar's Office.



Office of the Registrar

**We hope you found
this tutorial helpful!**

If you need additional support,
please contact us at:

reghelp@arizona.edu

520-621-3113

For more information, visit our website:

<https://www.registrar.arizona.edu/students>