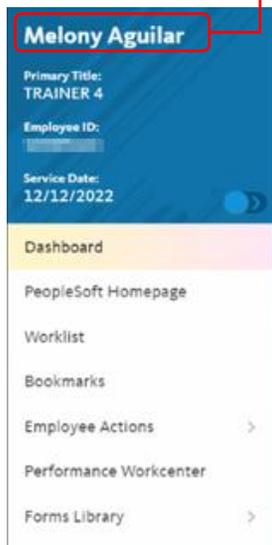


# If I'm an existing employee with a Lived Name, is there something I should do today?

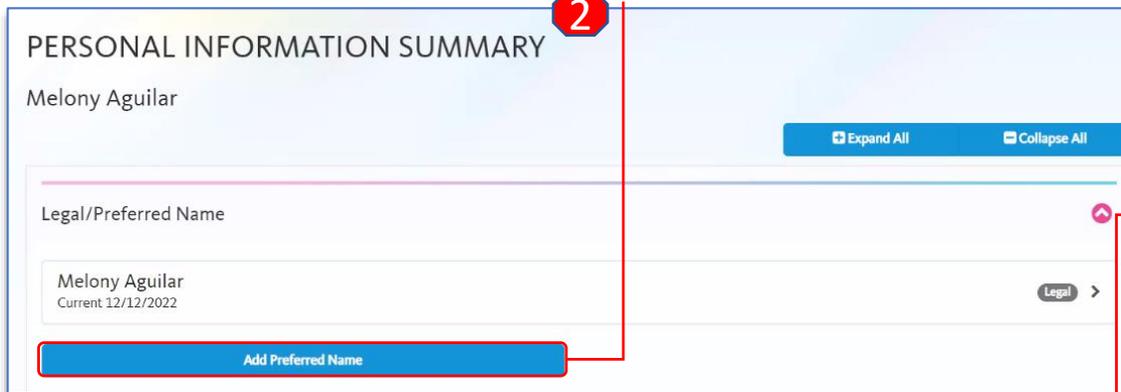
For UCR employees, UCPATH will be the source of authority for name data. By defining a *Preferred Name* in UCPATH today, this name will convert to your Lived Name in UCPATH on June 20, 2023.

Name information will be placed in your campus identity profile and will be used as your display name as the local campus systems are updated for policy compliance. If you do not have a Lived Name or Name, no action is needed, your Legal Name will be your display name.

**1** Your name displays in the upper left of the UCPATH portal when logging in.



**Under Employee Actions, go to Personal Information > Personal Information Summary > Legal/Preferred Name**  
Select the Add Preferred Name button

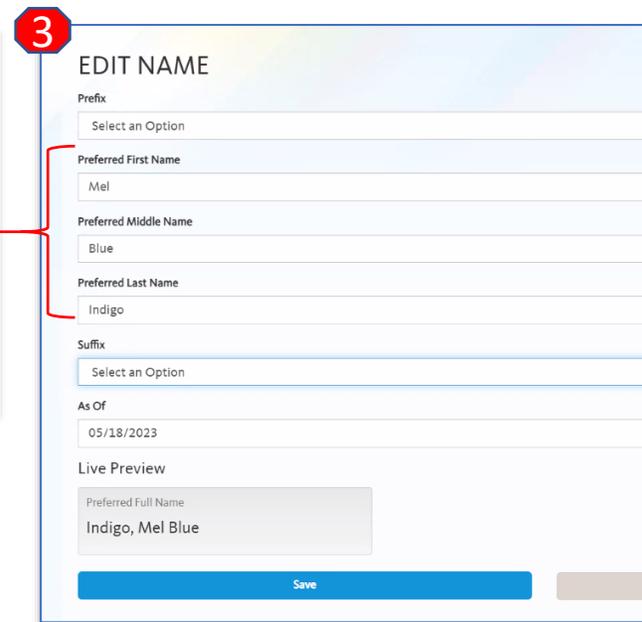


### Edit name here

Add your Lived Name into the Preferred Name field(s) and Save

\*Note: Preferred Name is the terminology used today. After June 20, 2023, this reference will be "Name"

\*This will not change your UCR NetID



The name update is now reflected in the UCPATH display in the upper left of the UCPATH portal.

