

Use this task to add a preferred name to your personal information.

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

Dashboard Navigation:

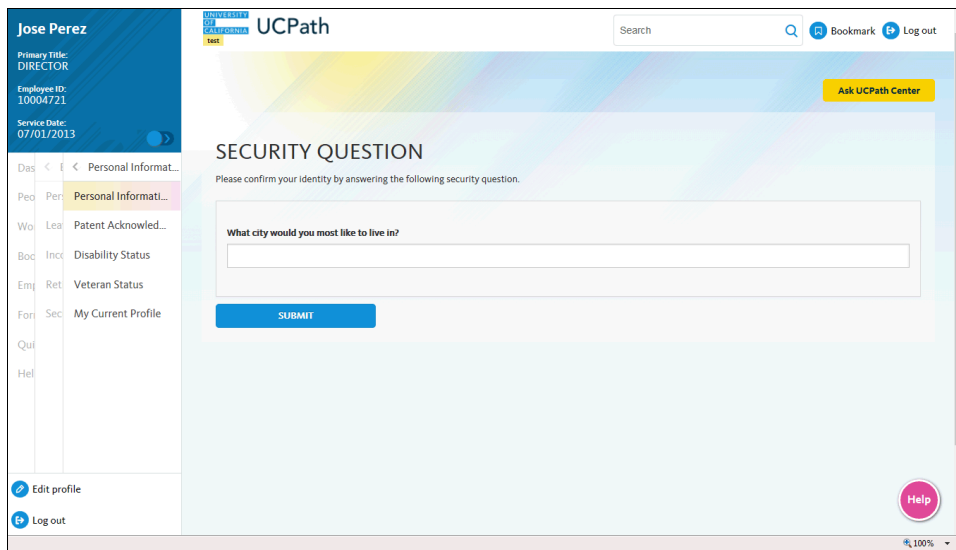
Personal Information > **Personal Information Summary**

or


Menu Navigation:

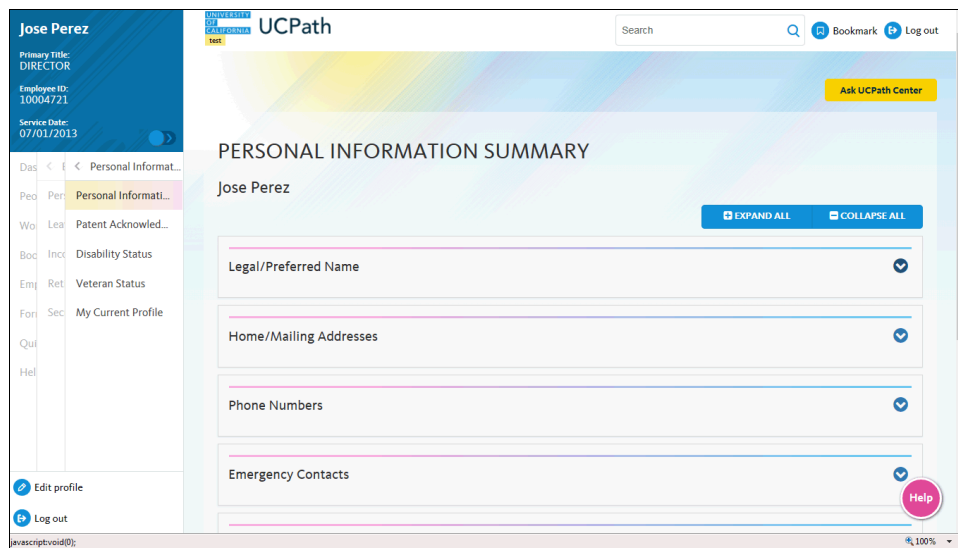
Employee Actions > Personal Information > **Personal Information Summary**


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.

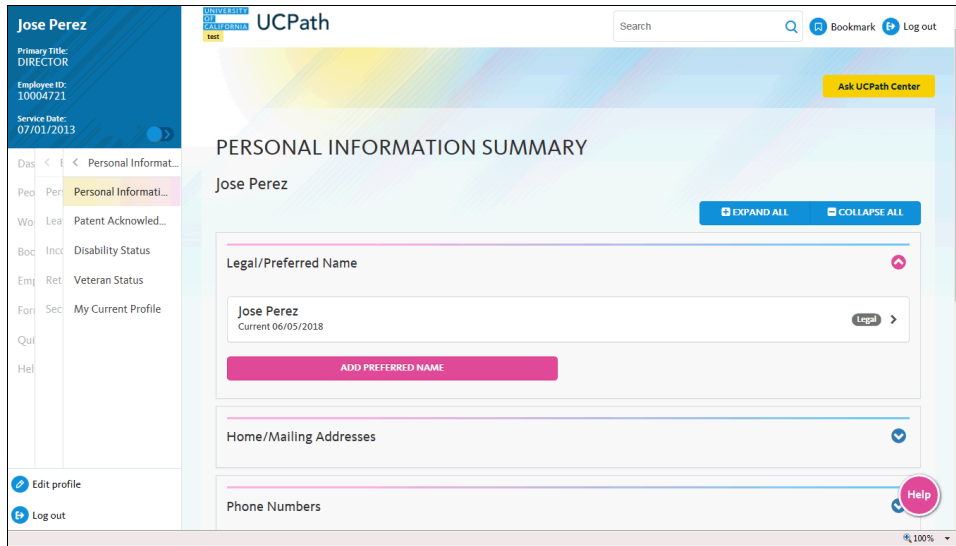


Step	Action
1.	To prevent unauthorized changes, UCPath Online prompts you to verify your identity by answering one of your security questions. If you have not set up your security questions and answers, UCPath Online redirects you to the page where you can set them up.
2.	UCPath randomly selects one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

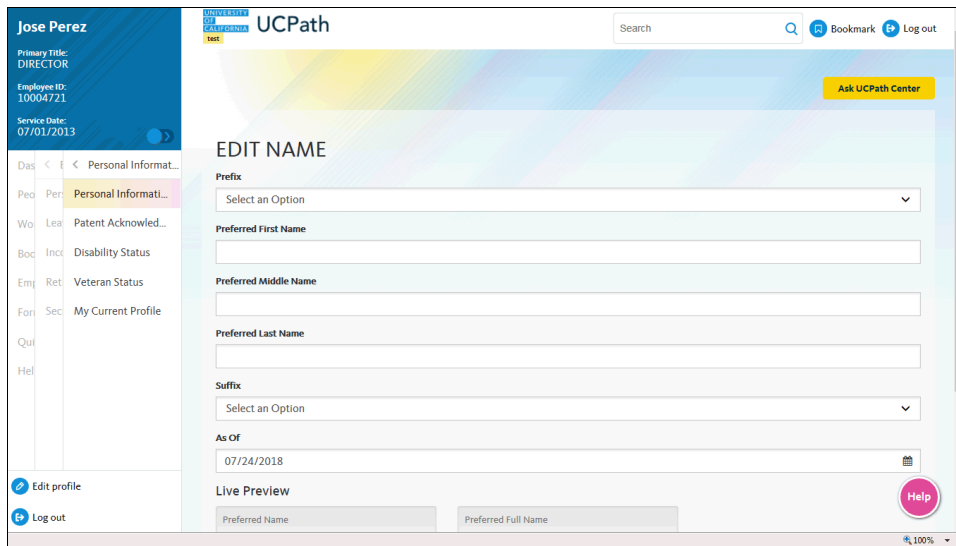
Step	Action
4.	Your answer appears as a series of dots. If you answer incorrectly three times, UCPath prompts you to reset your security questions by verifying your date of birth and the last four digits of your Social Security number.
5.	Click the Submit button. 



Step	Action
6.	The Personal Information Summary page appears. Click the Expand Legal/Preferred Name button. 



Step	Action
7.	UCPath displays your legal name and preferred name. In this example, no preferred name has been entered. Only the legal name appears.
8.	Click the Add Preferred Name button. <div style="text-align: center; background-color: #e91e63; color: white; padding: 10px; border-radius: 5px; display: inline-block;">ADD PREFERRED NAME</div>



Step	Action
9.	The Edit Name page appears. All fields are blank. Enter all relevant fields for your preferred name. For this example, enter the first and last name.

Step	Action
10.	Click in the Preferred First Name field.
11.	Enter the desired information into the Preferred First Name field. For this example, enter Joe .
12.	Click in the Preferred Last Name field.
13.	Enter the desired information into the Preferred Last Name field. For this example, enter Perez .
14.	The As Of date defaults to today's date (the system date). You can make the change for today or a future date, but you cannot make the change for a previous date.
15.	Click the scroll bar.

The screenshot shows a user profile page for Jose Perez. The main content area is titled 'Add Preferred Name'. It contains several input fields: 'Preferred First Name' with 'Joe' entered, 'Preferred Middle Name' (empty), 'Preferred Last Name' with 'Perez' entered, and 'Suffix' with a dropdown menu set to 'Select an Option'. Below these is an 'As Of' date field set to '07/24/2018'. A 'Live Preview' section shows two boxes: 'Preferred Name' containing 'Joe Perez' and 'Preferred Full Name' containing 'Perez, Joe'. At the bottom of the form are two buttons: a pink 'SAVE' button and a grey 'RETURN TO PERSONAL INFORMATION' button. The left sidebar shows navigation options like 'Edit profile' and 'Log out'.

Step	Action
16.	The Live Preview section displays how your preferred first and last name will appear in two formats. If necessary, make changes in the appropriate preferred name fields.
17.	Click the Save button.

Step	Action
18.	Your preferred name appears in the upper left corner of UCPath. Note: If you set the As Of date for a future date, the name display does not change until that date.
19.	Click the Return to Personal Information button.

Step	Action
20.	Your preferred name appears on the Personal Information Summary page. Click the Preferred button if you need to change it again.
21.	You have added a preferred name to your personal information. End of Procedure.

