

Use this task to update your name in UCPath online. You must update your name with the appropriate Federal agencies before you enter your name change 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.

Peggy King	g		Search	🔍 Ŗ Bookmark 🕞 Log out 🔺
Primary Title: BUS SYS ANL 4 Employee ID: 10000644				Ask UCPath Center
Service Date: 01/01/2014		SECURITY QUESTION		
	Personal Informat rsonal Informati	Please confirm your identity by answering the following security question.		
	nployee Disclosu tent Acknowled	Who is your childhood best friend?		
	sability Status			
	teran Status / Current Profile	Submit		
My	Current Prome			
 Edit profile Log out 				Help
-				€,100% -

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 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.

		King	digen UCPath	😝 Log out
Primary Title: BUS SYS ANL 4 Employee ID: 10000644		INL 4		Ask UCPath Center
Service 01/0			PERSONAL INFORMATION SUMMARY	
Das	< 1	< Personal Informat	Peggy King	
Emj	Per	Personal Informati		EXPAND ALL COLLAPSE ALL
-	Lea Hea	Patent Acknowled	Legal/Preferred Name	॰
	Ret		Home/Mailing Addresses	0
			Phone Numbers	0
0 E	Edit p	rofile	Emergency Contacts	॰
	Log ou		Email Addresses	₹100% ×

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 Name button.
	\odot
7.	Click the Change Name button.



Peggy King		🕒 Log out
Primary Title: BUS SYS ANL 4 Employee 1D: 10000644		Ask UCPath Center
Service Date: 01/01/2014	NAME CHANGE	
Das < E < Personal Informat	Enter your new name and select Submit. Note: You may be required to send proof of the name change to Human Resources.	
Emj Personal Informati	US Employees: All name changes must match the name provided on your social security card.	
For Lea Employee Disclosu	Current Name Peggy Dawn King	
Qui Hea Patent Acknowled	New Name 🔹 Peggy Dawn King 🕜	
Hel Inco Disability Status	Change As Of 09/20/2017	
Ret Veteran Status My Current Profile	Name Format English	~
	SUBMIT	
	RETURN TO PERSONAL INFORMATION	
Ø Edit profile		
Dog out		Terms of Use University of California

Step	Action
8.	In the Change As Of field, use the calendar to enter the date your name change took effect. The default date is today's date.
9.	Click the New Name Edit button.

Peggy King	CALIFORNIA UCPath		😝 Log out
Primary Title: BUS SYS ANL 4 Employee ID:			Ask UCPath Center
10000644 Service Date:			
01/01/2014	EDIT NAME		
Das 🗧 E < Personal Informat	Prefix		~
Emp Persenal Informati	First Name	Peggy	
Fori Lea Employee Disclosu	Middle Name	Dawn	
Qui Hea Patent Acknowled	Last Name	King	
Hel Inco Disability Status	Suffix	0	~
Ret Veteran Status	Live Preview		•
My Current Profile	Display Name	Formal Name	Name
	Peggy King	Peggy King	King, Peggy Dawn
	DONE		CANCEL
🧭 Edit profile			
😥 Log out			Terms of Use University of California
			€100% ¥



Step	Action
10.	Update the appropriate name field(s). In this example, enter your new legal last name. Click in the Last Name field.
11	King
11.	Enter the desired information into the Last Name field. For this example, enter Godfrey .

Peggy King		GALIFORNIA UCPath		(F) Log out
rimary Title US SYS / mployee ID 0000644	ANL 4			Ask UCPath Center
rvice Date 1/01/20		EDIT NAME		
as < I	< Personal Informat	Prefix		~
nj Per	Personal Informati	First Name	Peggy	
n Lea	Employee Disclosu	Middle Name	Dawn	
ii Hea	Patent Acknowled	Last Name		
l Inco	Disability Status	Last Name	Godfrey	×
Ret	Veteran Status	Suffix		~
	My Current Profile	Live Preview		
		Display Name	Formal Name	Name
		Peggy Godfrey	Peggy Godfrey	Godfrey, Peggy Dawn
		DO	VE	CANCEL
Edit p	rofile			
Logo	ut			Terms of Use University of California

Step	Action
12.	Review the Live Preview fields to see how your name will appear in the system.
13.	Click the Done button.
14.	Click the Submit button.
15.	A confirmation message appears. The UCPath Center will verify that the name change and Social Security number match with the Social Security Administration. Click the OK button.
16.	You have updated your name in UCPath online. A confirmation email is 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.

