

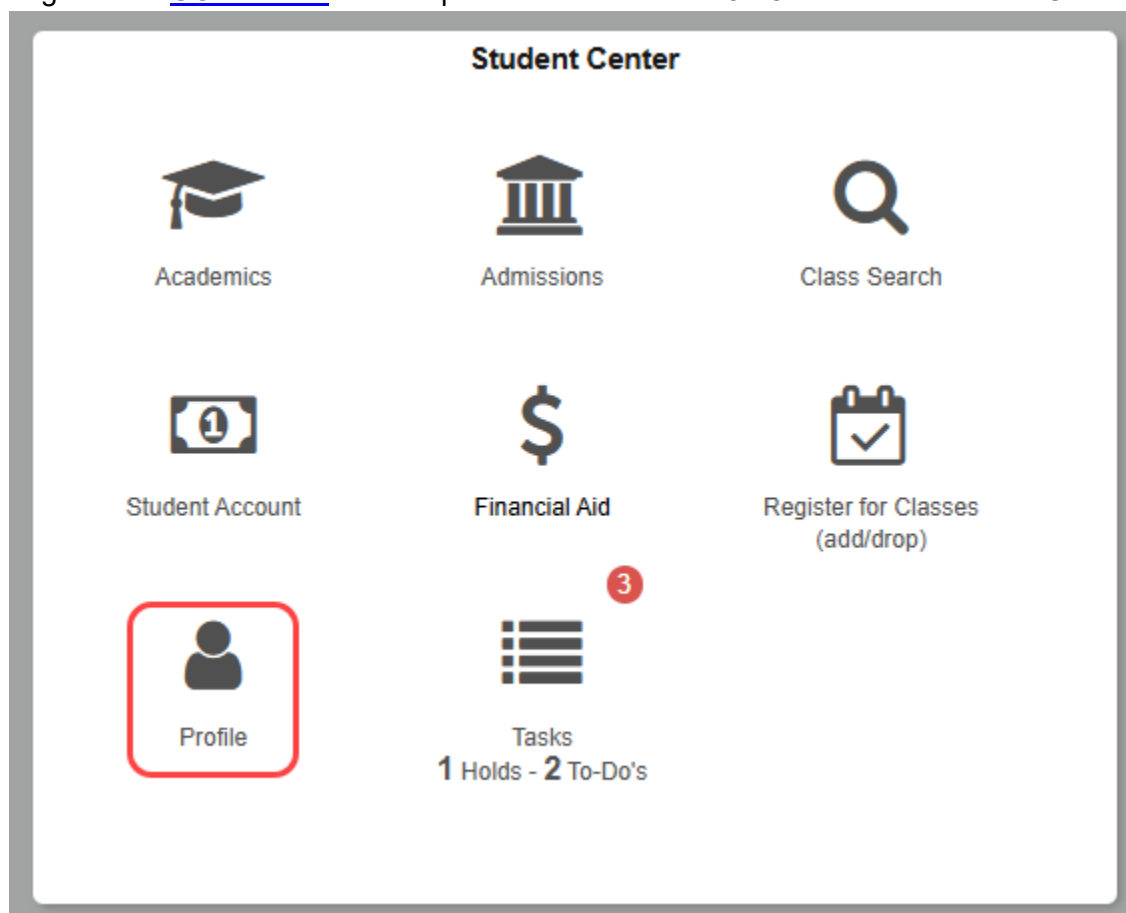
Personal Details

Where students can view the names affiliated with their student record. This includes Primary (Legal) Name, Preferred Name, and Diploma Name. Learn more about name types and how they're used [here](#).

Note: Only *Preferred Name* can be updated using the following steps. *Diploma Name* will be set during the [graduation application](#) process.

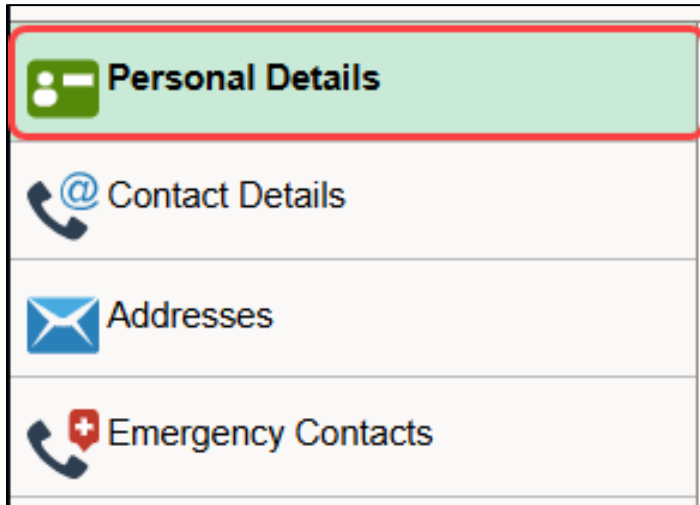
To update a *Primary Name*, students need to complete and submit a [Name Change & Record Update Request form](#) to the CU Anschutz Office of the Registrar.

1. Log into the [UCDAccess](#) student portal and click the **Profile** icon in the Student Center.



Personal Details

2. In the left side navigation menu, click **Personal Details**.



View a Name

1. To view an existing name type, simply click the **Name** to open the View Name window.

Personal Details

Update your **preferred name** and view your other current name types.

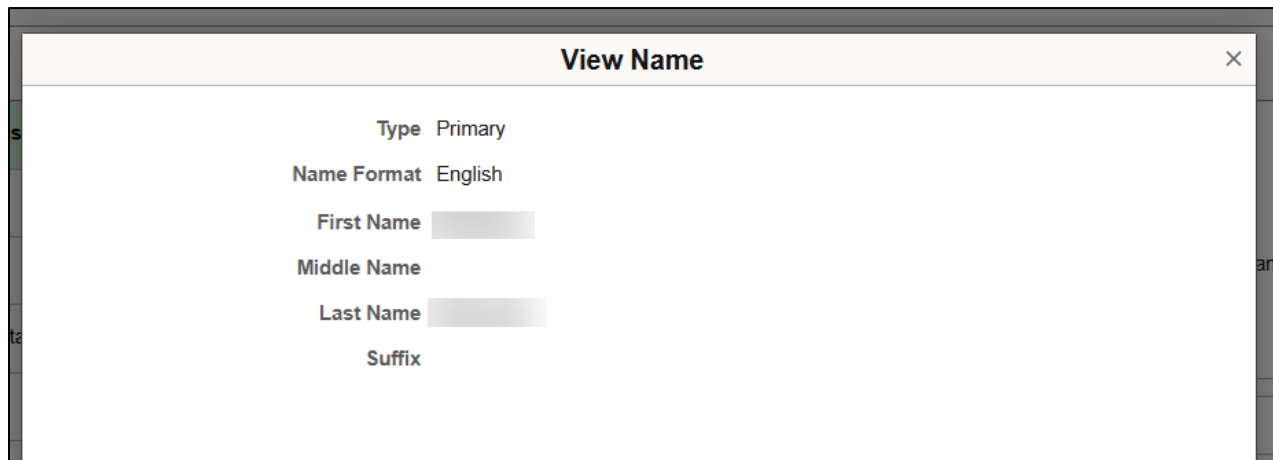
Other name types, like your **primary name**, may only be updated with official documentation. More information on name usage guidelines is available on your home campus Registrar's Office site: [Boulder](#), [Denver](#), [Anschutz](#), [Colorado Springs](#)

▼ **Names**

+

Name	Type
	Primary >

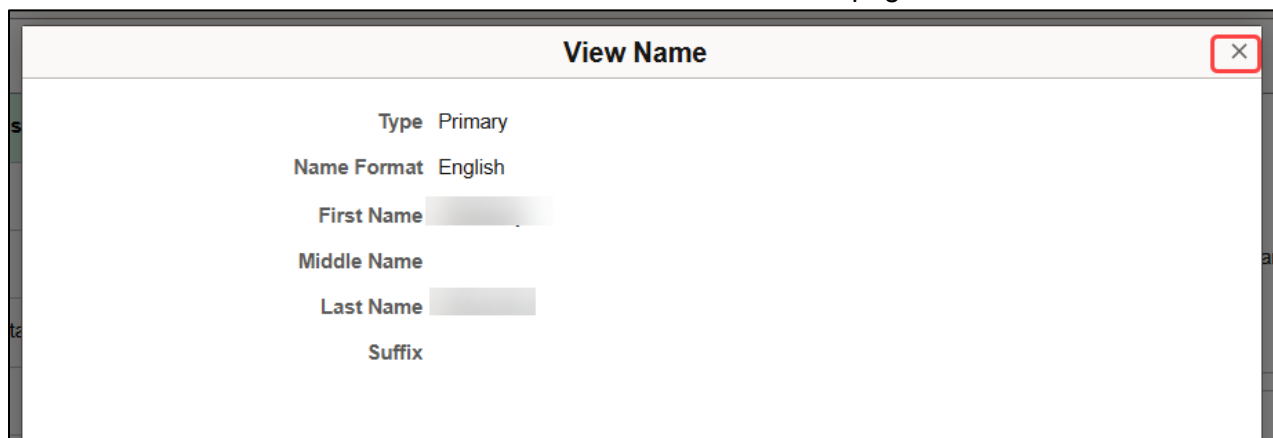
Personal Details



A screenshot of a 'View Name' window. The window has a title bar with 'View Name' and a close button (X). The content area shows the following information:

- Type: Primary
- Name Format: English
- First Name: [Redacted]
- Middle Name: [Redacted]
- Last Name: [Redacted]
- Suffix: [Redacted]

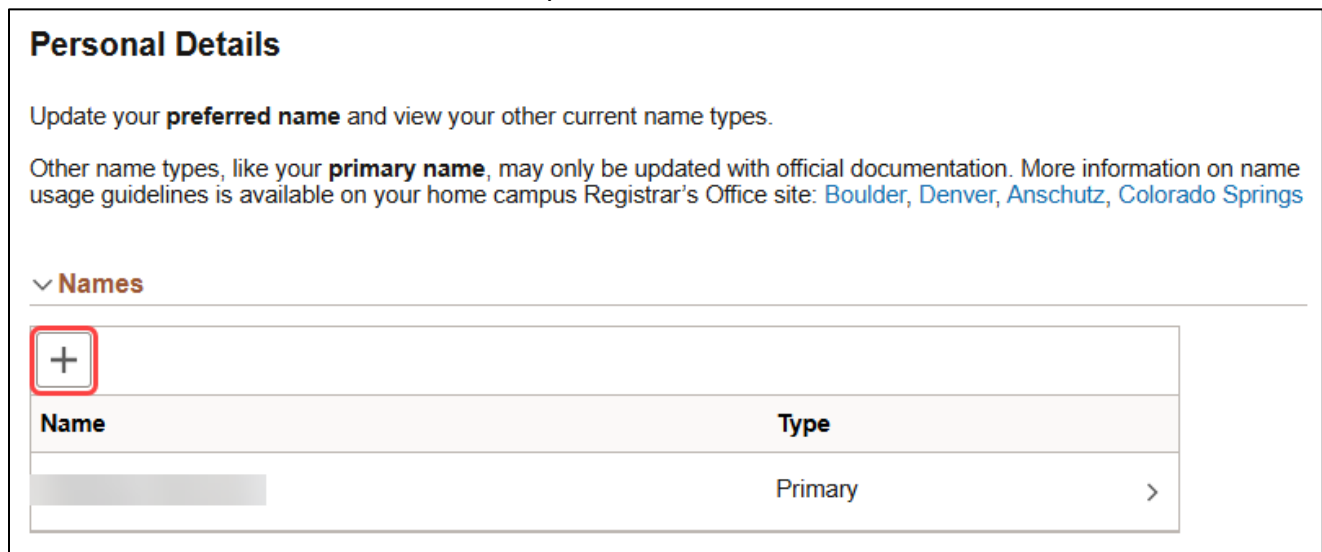
2. Use the **X** to close the window and return to the Personal Details page.



A screenshot of the 'View Name' window, identical to the one above, but with a red box highlighting the close button (X) in the top right corner.

Add a Preferred Name

1. To add a *Preferred Name*, Click the **+** to open the Add Name window.



A screenshot of the 'Personal Details' page. The page has a title 'Personal Details' and a subtitle 'Update your **preferred name** and view your other current name types.' Below this is a paragraph: 'Other name types, like your **primary name**, may only be updated with official documentation. More information on name usage guidelines is available on your home campus Registrar's Office site: [Boulder](#), [Denver](#), [Anschutz](#), [Colorado Springs](#)'.

Below the text is a section titled 'Names' with a dropdown arrow. Under 'Names' is a table with two columns: 'Name' and 'Type'. The table has one row with a redacted name and the type 'Primary'. A red box highlights a '+' button in the top left corner of the table.

Name	Type
[Redacted]	Primary

Personal Details

3. Enter the preferred first and/or middle name, then click **Save**.

Cancel

Add Name

Save

Type

Preferred

Name Format

English

*First Name

Preferred First

Middle Name

Optional Preferred Middle

Last Name

Suffix

Personal Details

Update your **preferred name** and view your other current name types.

Other name types, like your **primary name**, may only be updated with official documentation. More information on name usage guidelines is available on your home campus Registrar's Office site: [Boulder](#), [Denver](#), [Anschutz](#), [Colorado Springs](#)

Names

Name	Type	
	Primary	>
Preferred First	Preferred	>

Edit a Preferred Name

1. To edit a preferred name, click on the **Preferred Name** to open the Edit name window.

Personal Details

Update your **preferred name** and view your other current name types.

Other name types, like your **primary name**, may only be updated with official documentation. More information on name usage guidelines is available on your home campus Registrar's Office site: [Boulder](#), [Denver](#), [Anschutz](#), [Colorado Springs](#)

Names

Name	Type	
	Primary	>
Preferred First	Preferred	>

Personal Details

2. Make the necessary edits, then click **Save**.

Cancel

Edit Name

Save

Type

Preferred

Name Format

English

*First Name

First Preferred

Middle Name

Preferred Middle

Last Name

Suffix

Delete a Preferred Name

1. To delete a preferred name, click on the **Preferred Name** to open the Edit Name window.

Personal Details

Update your **preferred name** and view your other current name types.

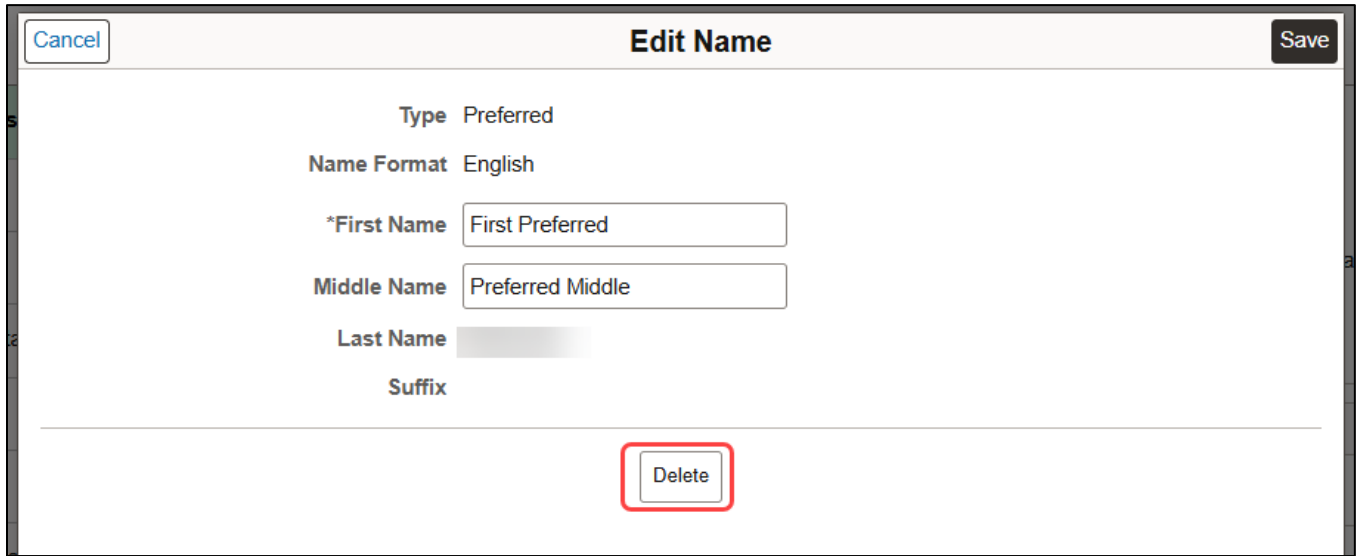
Other name types, like your **primary name**, may only be updated with official documentation. More information on name usage guidelines is available on your home campus Registrar's Office site: [Boulder](#), [Denver](#), [Anschutz](#), [Colorado Springs](#)

Names

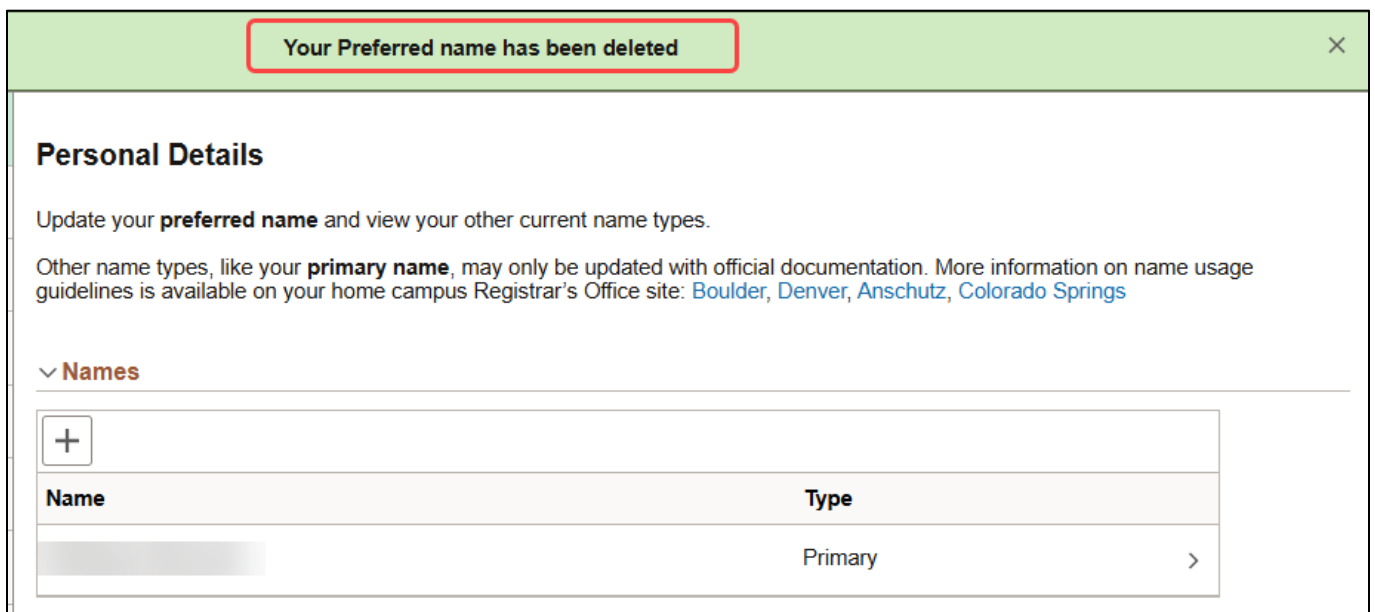
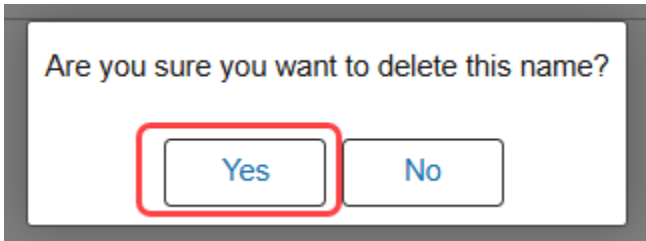
Name	Type
	Primary >
Preferred First ;	Preferred >

Personal Details

- Click the **Delete** button.



- Click **Yes** to confirm the deletion request.



Name	Type
[Blurred Name]	Primary

Personal Details

For questions or additional help with updating Primary, Preferred, or Diploma Names, please contact the CU Anschutz Office of the Registrar at Registrar@CUAnschutz.edu or visit: <https://www.cuanschutz.edu/registrar/student-resources/identity>