

UMSL acknowledges that many students use names other than their legal name to identify themselves. Student can update their preferred name in MyView. Adding a preferred name does not change a student’s official name as a part of their educational record. Your official name is your legal name.

Your official name is used for financial aid, international student I-20’s and other documents required by the university. Preferred names will be displayed in the MyView student center, MyView class roster, and MyView grade roster. Additionally, a preferred name may be displayed in other university maintained software applications such as Canvas or MyConnect.

To add or update a preferred name follow these steps:

1. Log into [MyView](#)
2. In the left hand menu navigate to Self-Service > Campus Personal Information > Names
3. Select the “Add a New Value” button

Louie Triton go to ...

Personal Information Security Participation

addresses | names | phone numbers | email addresses | emergency contacts | demographic information

Names

Name Type	Name		
Primary	Louie Triton		
Degree	Lou Triton	edit	

4. Use the dropdown menu in the **Name Type** field to select **Preferred**
5. Enter your preferred **First Name**.
6. **NOTE:** The field for last name is active however it cannot be updated through MyView. You can update your last name via this [form](#). Return the completed form to the Registration and Records Office.
7. Select **Save**

Louie Triton

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Preferred

Format Using: English [Change Format](#)

Prefix:

First Name: Lou Middle Name:

Last Name: Triton

Suffix:

Date new name will take effect: 04/18/2018 (example: 12/31/2000)

[Return to Current Names](#)

8. You will receive a confirmation message that the Save was successful. Select the OK button
9. You now have access to **edit** or **delete** the **preferred** name.

The screenshot shows the MyView@UMSL interface for user Louie Triton. The breadcrumb trail is: Favorites | Main Menu > Self Service > Campus Personal Information > Names. The user's name is Louie Triton, and there is a 'go to ...' dropdown menu. Below the name are three tabs: Personal Information, Security, and Participation. Under the Personal Information tab, there are several sub-links: addresses, names, phone numbers, email addresses, emergency contacts, and demographic information. The 'Names' sub-link is selected. Below this is a table with the following data:

Name Type	Name		
Primary	Louie Triton		
Preferred	Lou Triton	edit	
Degree	Lou Triton	edit	