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

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**

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.

University of Missouri-St. Louis
MyView@UMSL

Favorites | Main Menu > Self Service > Campus Personal Information > Names

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		
Preferred	Lou Triton	edit	
Degree	Lou Triton	edit	