

You can choose to use a preferred name, rather than your primary or legal name, across many university systems (see list below). The use of a preferred name is optional. If you do not enter a preferred name, your primary (legal or documented) name will be the default name used. Changing your preferred name will not change your legal name on your student record.

Changing your preferred name will not change your legal name on your student record, which is the name used for: transcripts, parchments, government student loans, other government funding bodies, RESP providers, tax receipts, potential employers, other universities, Citizenship & Immigration Canada, health insurance providers, and graduate school applications.

AIMS – Parking

ALMA Library

Class Roster

ClockWork – Student Accessibility

Computer labs

D2L

Elevate

Email/calendar

Office 365

ServiceNow – IT/HR/Facilities Service

Requests

Student Centre

MS Teams

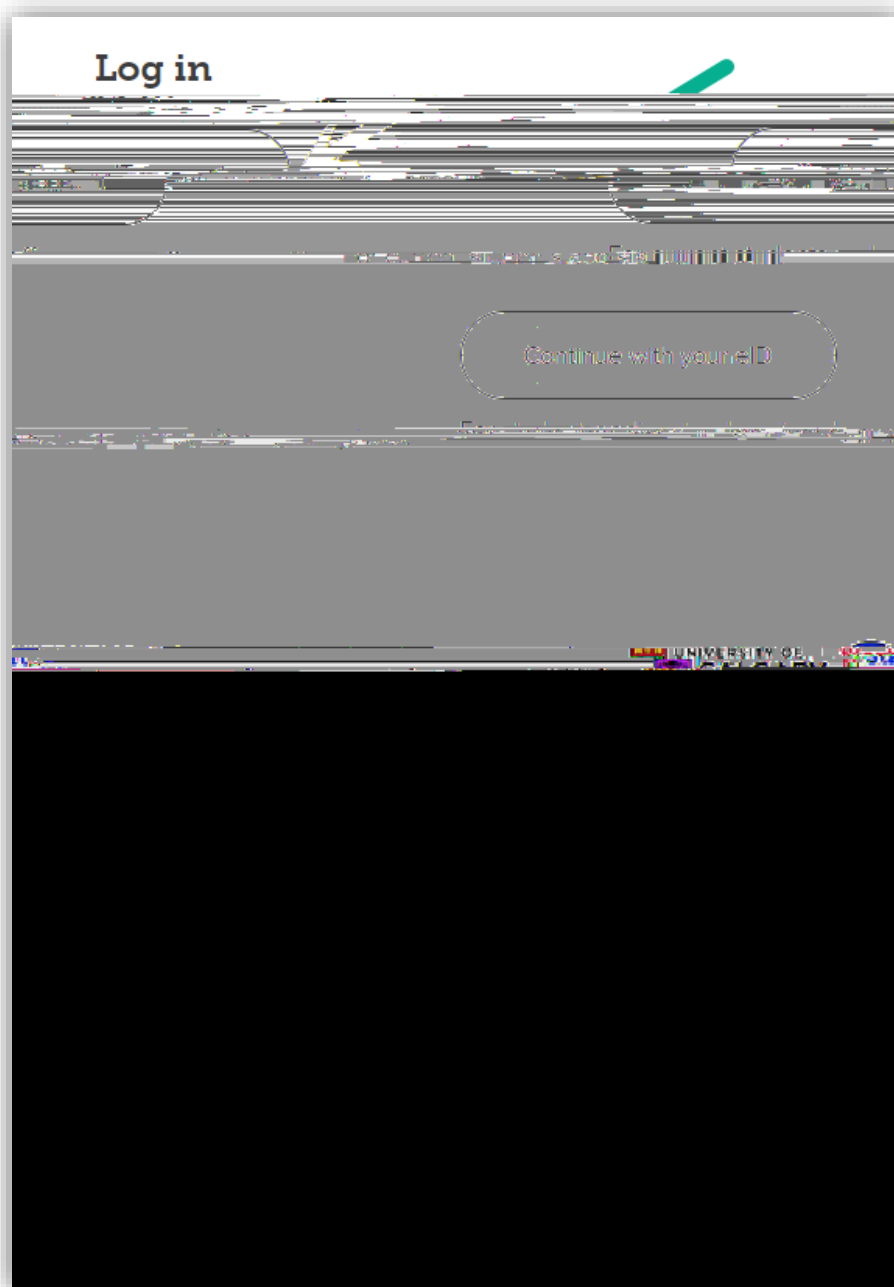
Unicard (ID card, Upass)

YuJa – Video content management

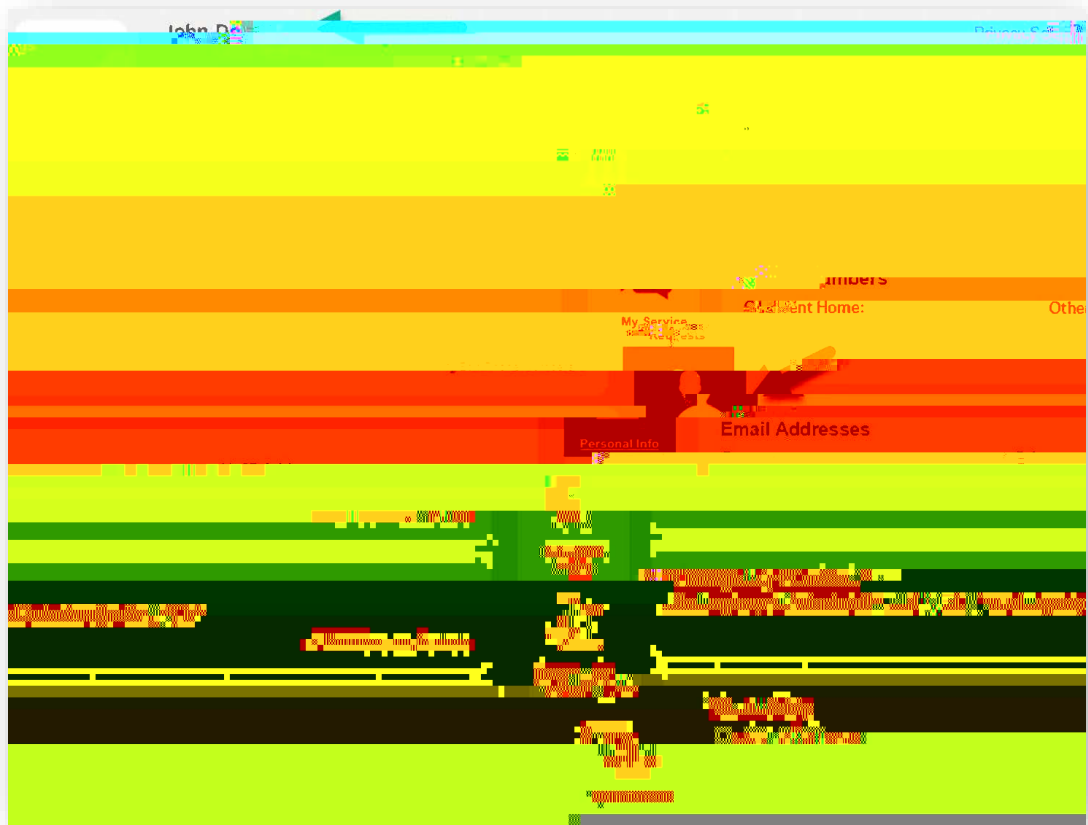
Zoom

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1. Log into MyUofC portal.



- After logging into the MyUofC portal, navigate to the [My Profile](#) page. Select the pencil icon next to your preferred name.



- You can view your primary name or add/change your preferred name. To add or change your preferred name, select [Edit](#) beside your preferred name.



4. Add or change your preferred name