

# MANAGE PERSONAL INFORMATION

## REVIEW YOUR PREFERRED NAME

From the **Home** page:



1. Click on the **Personal Information** application.
2. Click on **Preferred Name** under the Change section.
3. Your current legal name will display in a **Change My Preferred Name** page.

## CHANGE YOUR PREFERRED NAME

From the **Change My Preferred Name** page:

1. Uncheck the **Use Legal Name As Preferred Name** checkbox.

Use Legal Name As Preferred Name



2. The name fields are now editable. Type to indicate your changes.
3. You may need to use the **Calendar** icon or the **Prompt** icon or type to indicate dates and other information.
4. Once all information had been changed, feel free to type any comments in the comment box at the bottom of the page.
5. Click **Submit**.
6. Click **Done**.