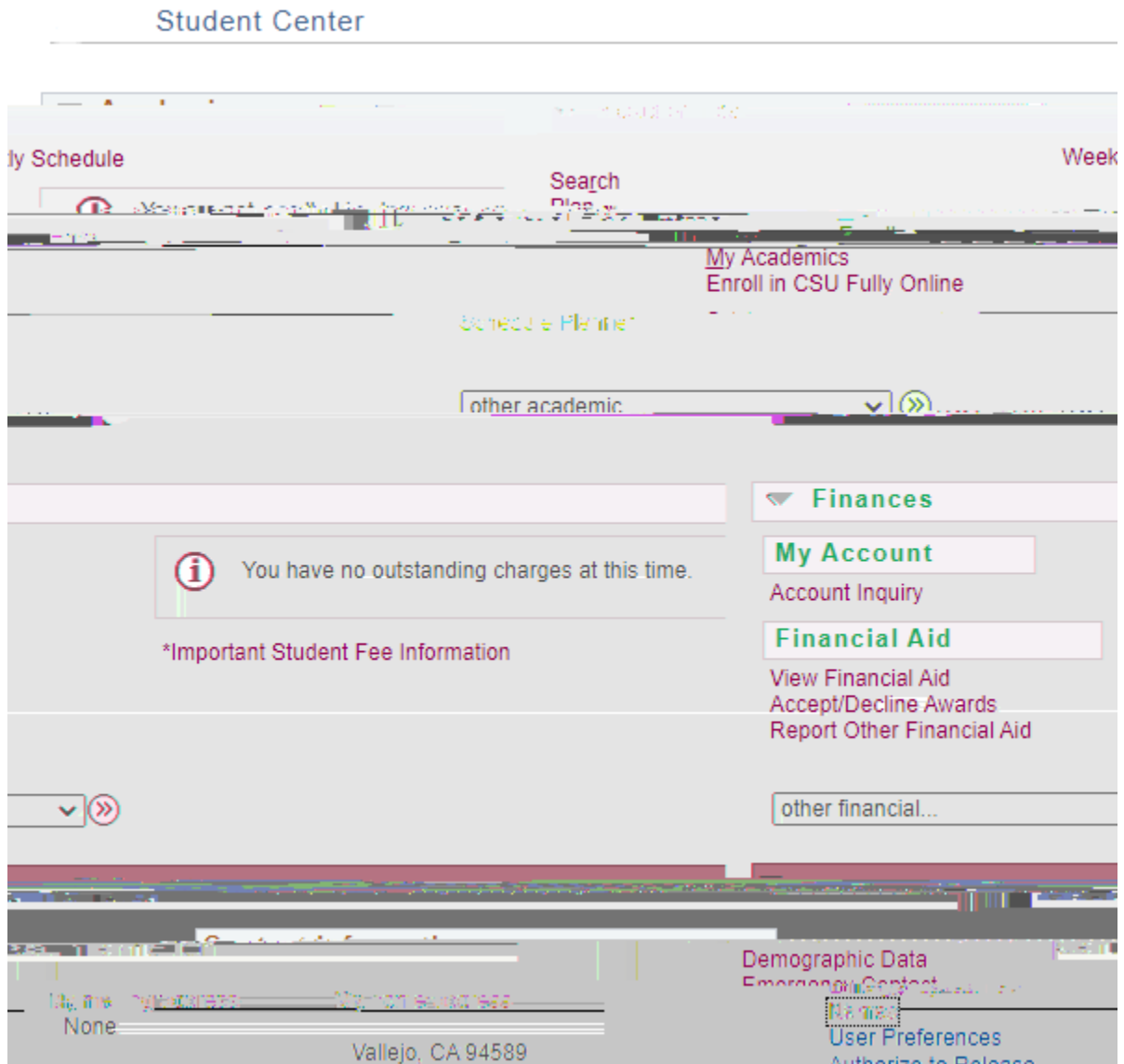# How to Update Your Preferred Name

1. Log into your CMA portal and select PeopleSoft Student Systems
2. In your Student Center, navigate to the Personal Information section and select Names

Click on the Add a Name Change button and from the Name Type drop down select preferred name. You can update your first and/or middle name, then click Save. Preferred name changes will appear immediately.

Student Systems Unlike preferred name changes, legal name changes must be handled by the Registrar's Office and requires legal documentation. If your legal name has changed and you would like to update it, please contact the Office of the Registrar.

2. Can I set or change my preferred name and pronouns to whatever I want?

You can set a preferred name that you want to be known ba ahe3ID 6 >4.6h