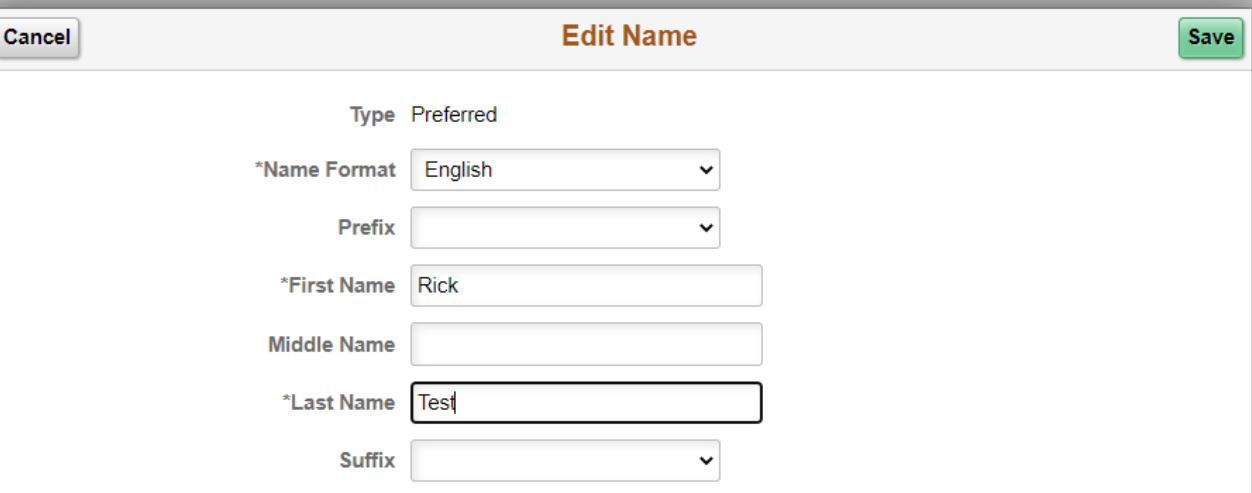# Updating Preferred Name

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices. Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the **Personal Information** tile
3.	Select **Personal Details**
4.	Click on the **Preferred Name** type:
5.	Enter Name information:
6.	Click **Save**
7.	The Preferred Name will show with the updated information