## **E-Services**



## Updating Preferred Name

Steps	Descriptions
1.	Access the UHCL E-Services page at <u>www.uhcl.edu/eservices</u> .
	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 <b>Preferred Name</b> type:
	Name Type
	Joe Test Primary >
	Test Joe Preferred
5.	Enter Name information:
	Cancel Edit Name Save
	Type Preferred
	*Name Format English
	*First Name Rick
	Middle Name
	*Last Name Test
	Suffix 🗸
6.	Click Save
7.	The Preferred Name will show with the updated information
	Joe Test Primary >
	Rick Test Preferred >