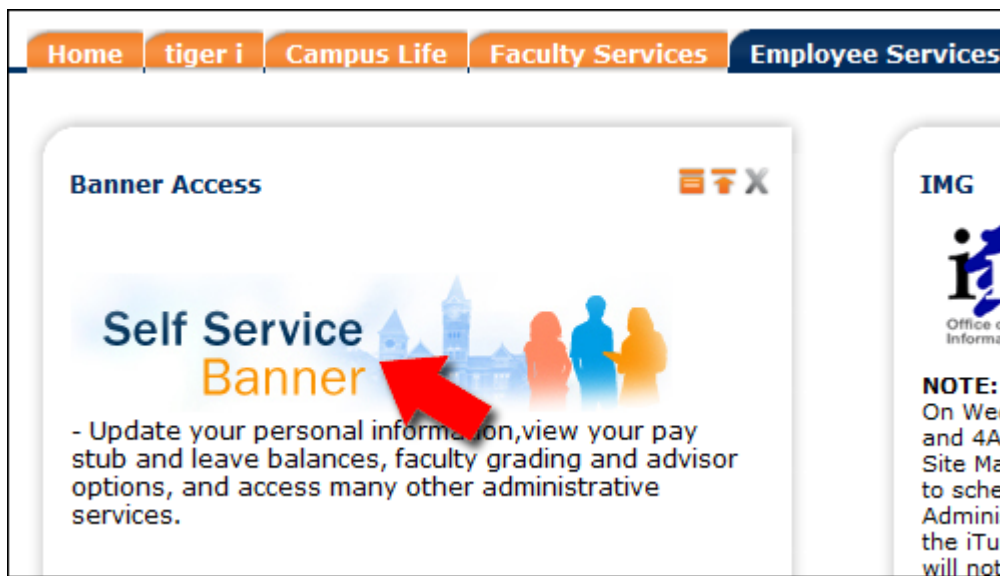


How to Update your Preferred Name

If you would like to update the university systems (People Finder, Email, etc) with my preferred name:

1. Log into [AU Access](#)
2. If you are an employee, click the Employee Services tab and then the Self-Service Banner image.

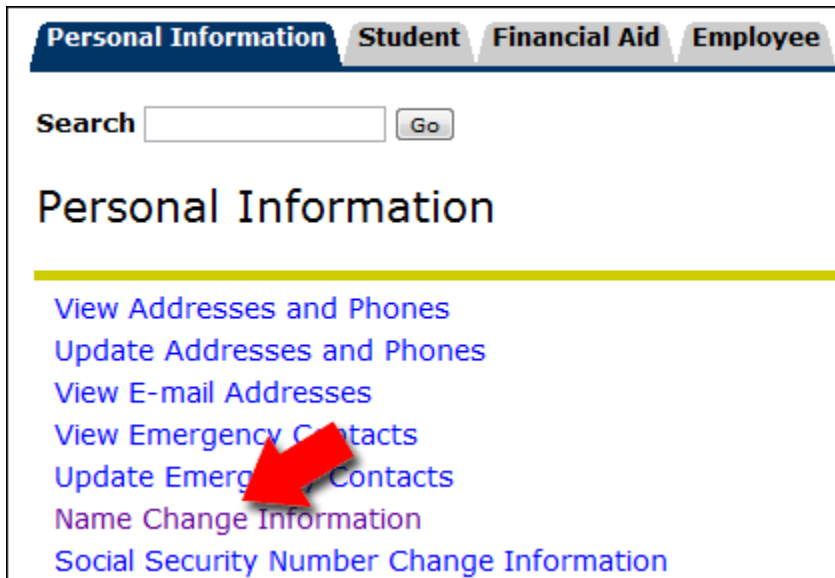


If you are a student, click the tiger i tab and click the Student Main Menu link.



3. Click the Personal Information tab.

- Click the link, "Name Change Information".



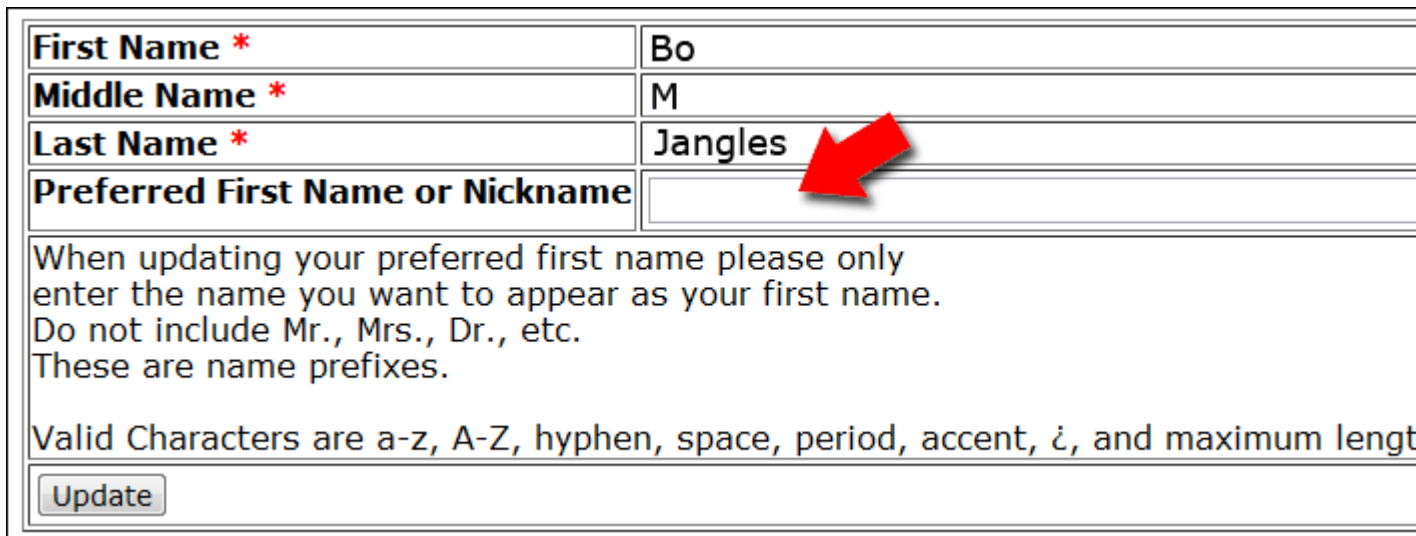
Personal Information Student Financial Aid Employee

Search

Personal Information

- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)

- Click the link, "change preferred name".
- Update the text field next to "Preferred First Name or Nickname"



First Name *	Bo
Middle Name *	M
Last Name *	Jangles
Preferred First Name or Nickname	<input type="text"/>

When updating your preferred first name please only enter the name you want to appear as your first name. Do not include Mr., Mrs., Dr., etc. These are name prefixes.

Valid Characters are a-z, A-Z, hyphen, space, period, accent, ¢, and maximum length

- Press the Update button.
- Near the top of the page verify that your name appears the way you would like it to be displayed.