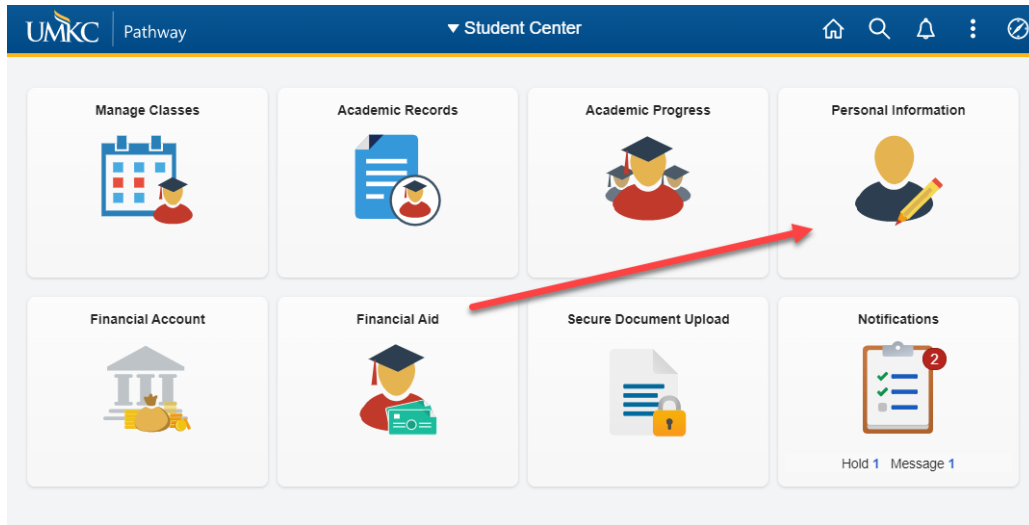


UMKC acknowledges that many students use names other than their legal name to identify themselves. Student can update their preferred name in Pathway. Adding a preferred name does not change a student’s official name as a part of their educational record. Your official name is your legal name.

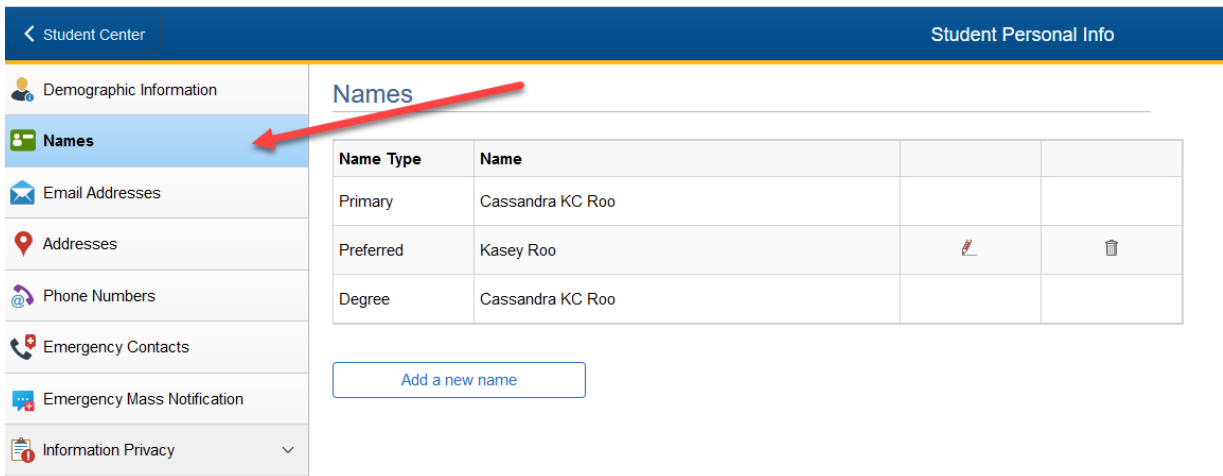
Your official name is used for financial aid, transcripts, international student I-20’s and other documents required by the university. Preferred names will be displayed in the Pathway student center, Pathway class roster, and Pathway grade roster. Additionally, a preferred name may be displayed in other university maintained software applications such as Blackboard or Moodle.

To add or update a preferred name follow these steps:

1. Log into [Pathway](#)
2. Click on the **Personal Information** tile



3. Then click on **Names** in the left menu



4. Click on **Add a new name**
5. Use the dropdown menu in the **Name Type** field to select **Preferred**
6. Enter your preferred **First Name**.
7. **NOTE:** The field for last name is active however it cannot be updated through Pathway. You can update your last name via this [form](#). Return the completed form to the Registration and Records Office.

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type


Format Using English [Change Format](#)

Prefix

First Name Middle Name

Last Name

Suffix

Date new name will take effect  (example: 12/31/2000)

8. Select **Save**
9. You will receive a confirmation message that the Save was successful. Select OK
10. You now have access to **edit** or **delete** the **preferred** name.