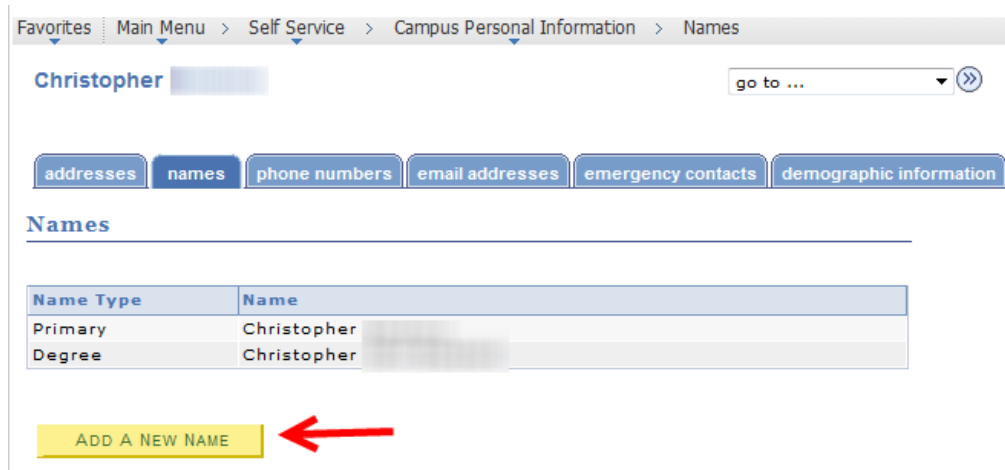


UMKC acknowledges that many students use names other than their legal name to identify themselves. Student can update their preferred name in Pathway. Adding a preferred name does not change a student’s official name as a part of their educational record. Your official name is your legal name.

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. In the left hand menu navigate to Self-Service > Campus Personal Information > Names
3. Select **ADD A NEW NAME**



4. Use the dropdown menu in the **Name Type** field to select **Preferred**
5. Enter your preferred **First Name**.
6. **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.
7. Select **Save**

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: Preferred

Format Using: English [Change Format](#)

Prefix:


First Name: Chris **Middle Name:**

Last Name:

Suffix:

Date new name will take effect: 04/11/2014 (example: 12/31/2000)

SAVE

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

addresses names phone numbers email addresses emergency contacts demographic information

Names

Name Type	Name		
Primary	Christopher		
Preferred	Chris	edit	delete
Degree	Christopher		