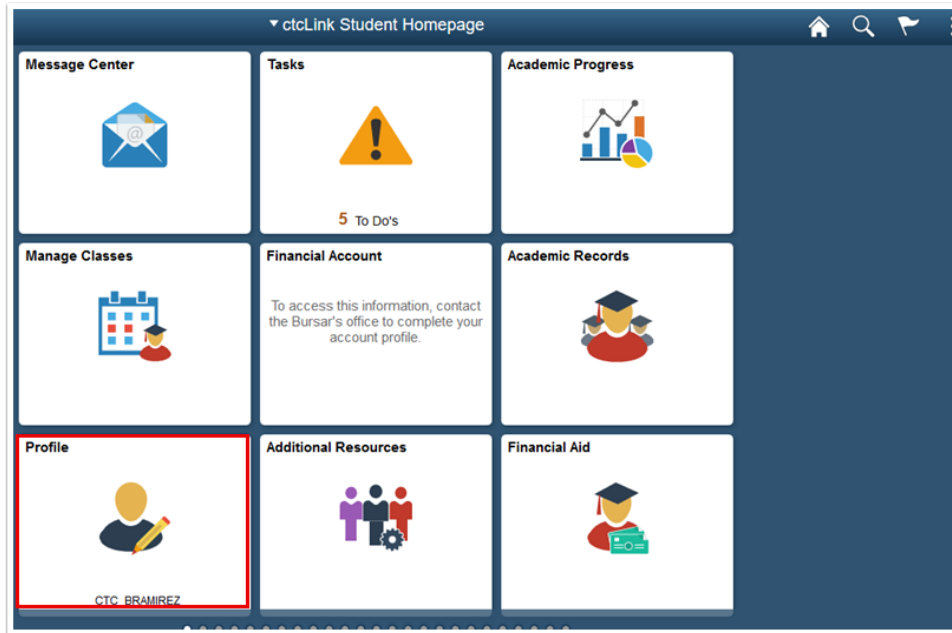


Change to Your Preferred Name in ctcLink

1. Go to Student Homepage. Select the **Profile** tile.



2. The **Personal Details** page will display and you can review your personal details such as, name, date of birth and social security number. When you select Primary Name, you can view the legal name that is on file. You can only view the primary name to verify, however you cannot update this online.

If this information is incorrect, you will need to visit your institution in person and provide documentation as proof of your legal name.



3. If you have another name that you prefer to go by versus your legal name, select plus [+] to add a preferred name. This will allow for the services within your institution to see that you go by another name other than your legal name.

Example: your legal name is William but you go by Billy, staff within the institution will be able to address you by Billy.



- Once you select the plus the **Add Name** page will display. Choose from the drop down the type of "preferred" and enter your preferred name and select save.

- Once you select save the personal details page will display with your primary name and is now updated with a second line for the preferred name you entered.

