

Use this task to update your name in UCPath online. You must update your name with the appropriate Federal agencies before you enter your name change in UCPath.

Dashboard Navigation:

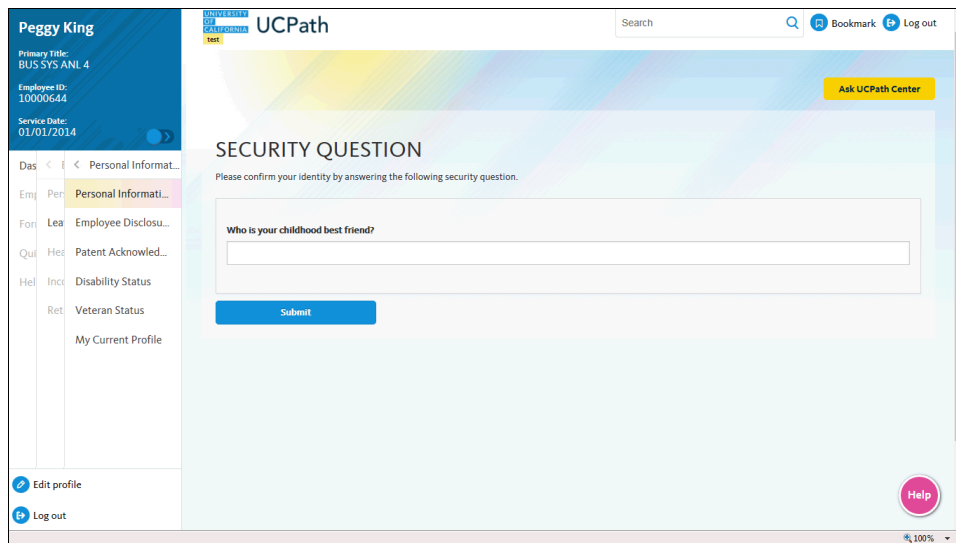
Personal Information > **Personal Information Summary**

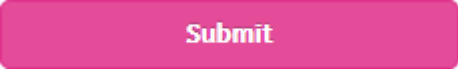
or

Menu Navigation:

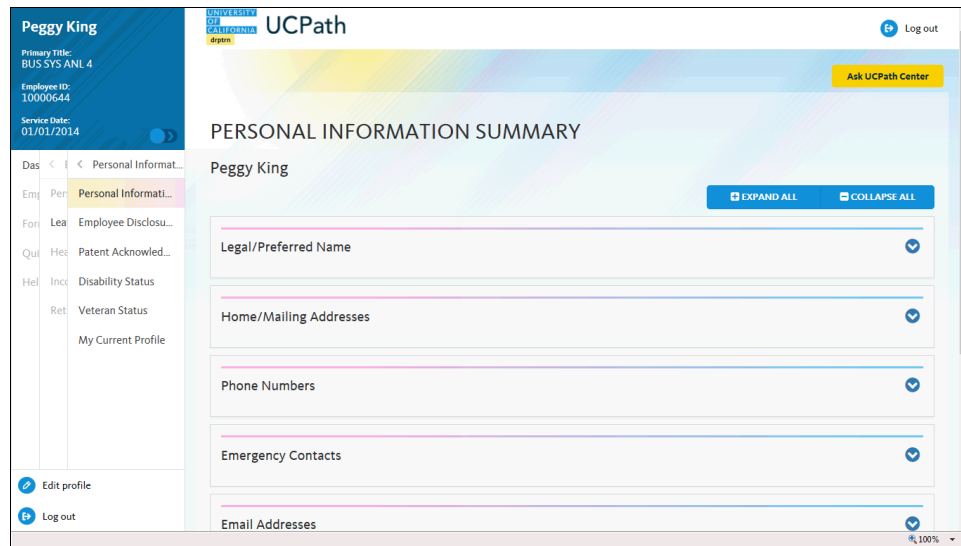
Employee Actions > Personal Information > **Personal Information Summary**


Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	<p>Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.</p> <p>For this example click in the Who is your childhood best friend? field.</p>
2.	<p>Enter the desired information into the Security Question field.</p> <p>For this example, enter Molly.</p>
3.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> <div style="text-align: center; margin-top: 10px;">  </div>

Step	Action
4.	<p>If you answer the question correctly, UCPath displays the Personal Information Summary page, and you can make your changes.</p> <p>If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.</p>



Step	Action
5.	<p>Use the Expand All button to see all personal information fields on this page.</p> <p>Use the Collapse All button to hide the detailed information.</p>
6.	<p>Click the Expand Name button.</p> 
7.	<p>Click the Change Name button.</p>

NAME CHANGE

Enter your new name and select **Submit**.
 Note: You may be required to send proof of the name change to Human Resources.
 US Employees: All name changes must match the name provided on your social security card.

Current Name: Peggy Dawn King


New Name: Peggy Dawn King

Change As Of: 09/20/2017 (example: 12/31/2000)

Name Format: English

SUBMIT

RETURN TO PERSONAL INFORMATION

Step	Action
8.	In the Change As Of field, use the calendar to enter the date your name change took effect. The default date is today's date.
9.	Click the New Name Edit button. 

EDIT NAME

Prefix:

First Name: Peggy

Middle Name: Dawn

Last Name: King

Suffix:


Live Preview

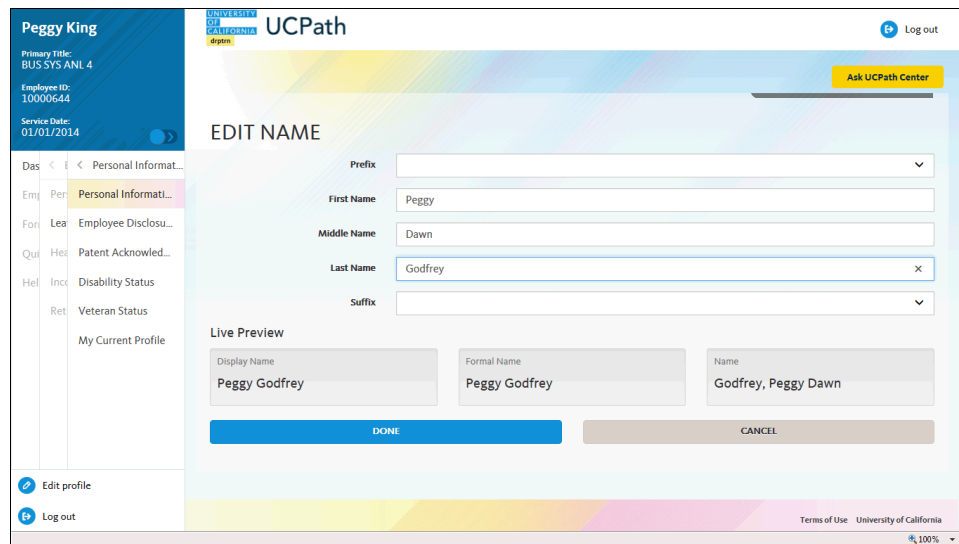
Display Name: Peggy King


Formal Name: Peggy King

Name: King, Peggy Dawn

DONE **CANCEL**

Step	Action
10.	Update the appropriate name field(s). In this example, enter your new legal last name. Click in the Last Name field. 
11.	Enter the desired information into the Last Name field. For this example, enter Godfrey .



Step	Action
12.	Review the Live Preview fields to see how your name will appear in the system.
13.	Click the Done button.
14.	Click the Submit button.
15.	A confirmation message appears. The UCPath Center will verify that the name change and Social Security number match with the Social Security Administration. Click the OK button. 
16.	You have updated your name in UCPath online. A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary . End of Procedure.

