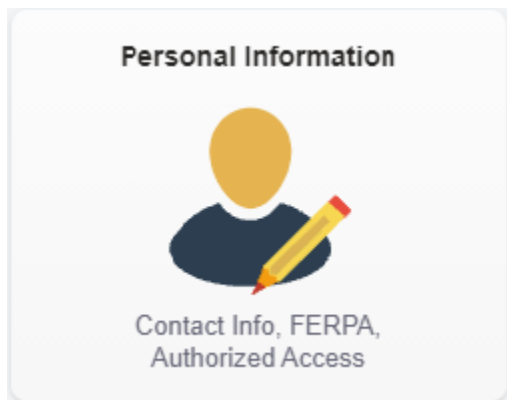


UMSL acknowledges that many students use names other than their legal name to identify themselves. Student can update their preferred name in MyView. Adding a preferred name does not change a student's official name as a part of their educational record. Your official name is your legal name.

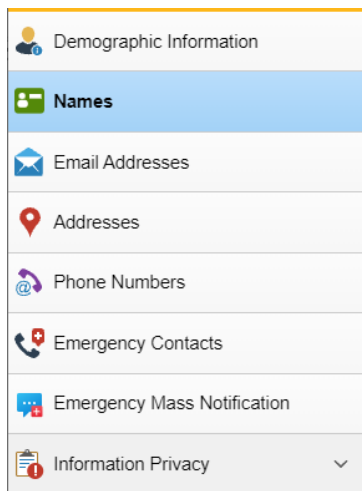
Your official name is used for financial aid, international student I-20's and other documents required by the university. Preferred names will be displayed in the MyView student center, MyView class roster, and MyView grade roster. Additionally, a preferred name may be displayed in other university-maintained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

To add or update a preferred name follow these steps:

1. Log into MyView <https://myview.umsl.edu/>
2. Select the Personal Information tile



3. Select Names in the left hand menu navigation



4. Select the Add a new name button

Names

Name Type	Name		
Primary	Louis Triton		
Degree	Lou Triton		

Add a new name

Change a future name

5. From the Add a new name page, select the Name Type of Chosen/Preferred
Enter your preferred first name and middle name
You can enter a last name or leave it blank. However, based on the preferred name policy, your last name will remain the same as your official name on record. To change your last name you must complete an official name change with the Registrar's Office

Select the Save button



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)

Save

[Return to Current Names](#)