

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:**

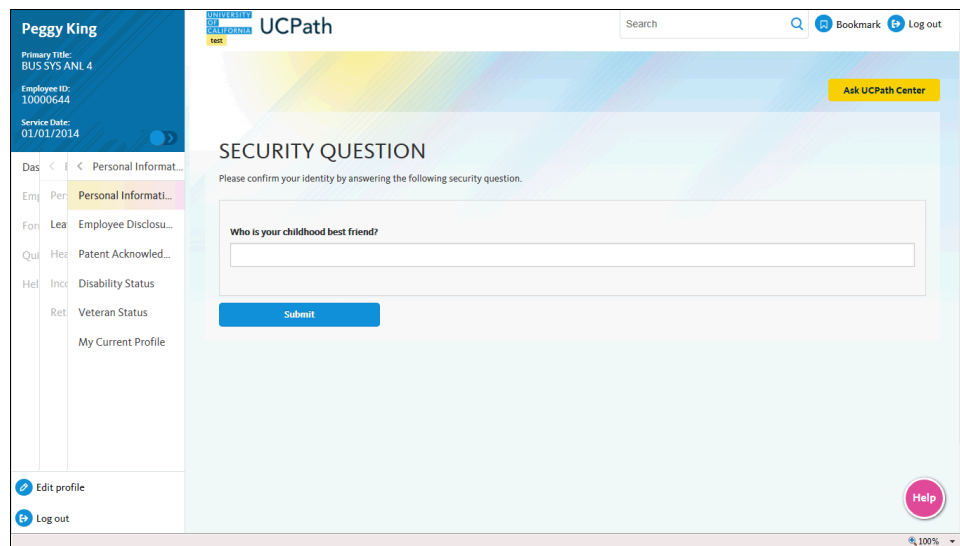
Personal Information > **Personal Information Summary**

or

**Menu Navigation:**

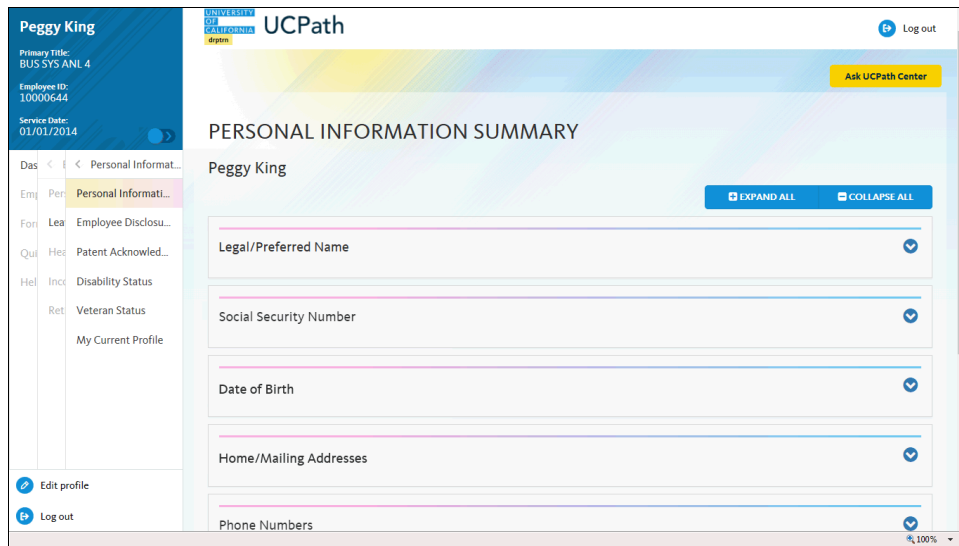
Employee Actions > Personal Information > **Personal Information Summary**


**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.

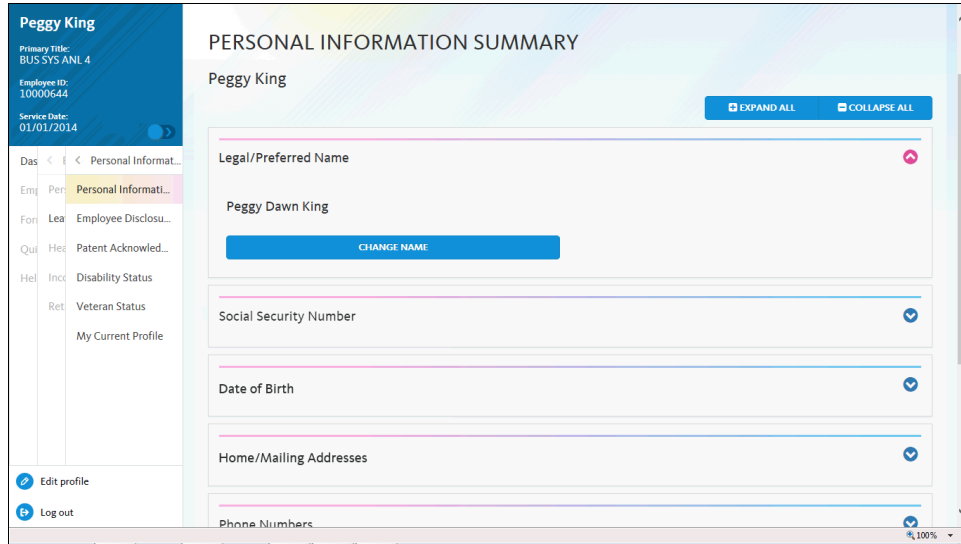


Step	Action
1.	<p>Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the <b>Security Question</b> field.</p> <p>For this example click in the <b>Who is your childhood best friend?</b> field.</p>
2.	<p>Enter the desired information into the <b>Security Question</b> field.</p> <p>For this example, enter <b>Molly</b>.</p>
3.	<p>Your answer appears as a series of dots.</p> <p>Click the <b>Submit</b> button.</p> <div style="text-align: center; background-color: #e91e63; color: white; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>Submit</b></p> </div>

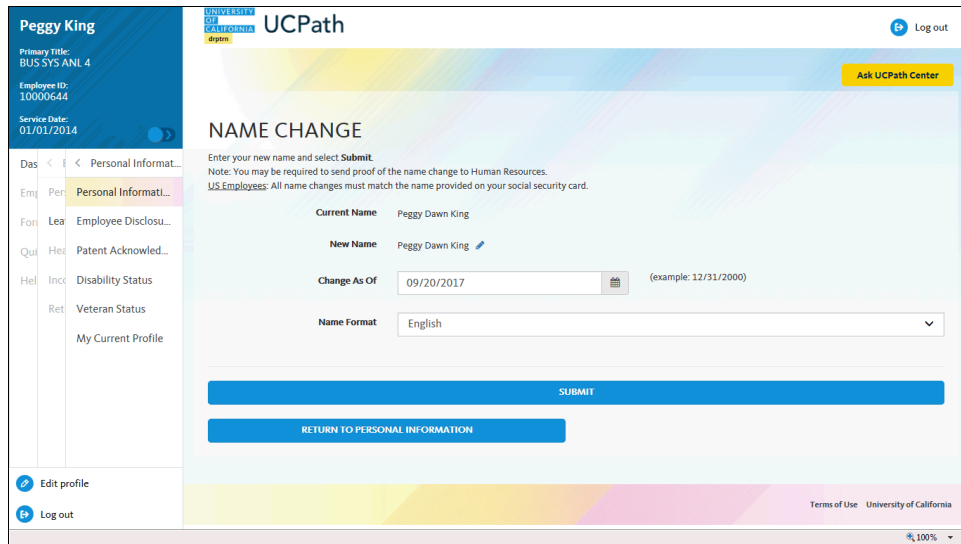
Step	Action
4.	<p>If you answer the question correctly, UCPath displays the <b>Personal Information Summary</b> page, and you can make your changes.</p> <p>If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the <b>Security Questions Setup</b> 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 <b>Expand All</b> button to see all personal information fields on this page.</p> <p>Use the <b>Collapse All</b> button to hide the detailed information.</p>
6.	<p>Click the <b>Expand Name</b> button.</p> 



Step	Action
7.	Click the <b>Change Name</b> button.

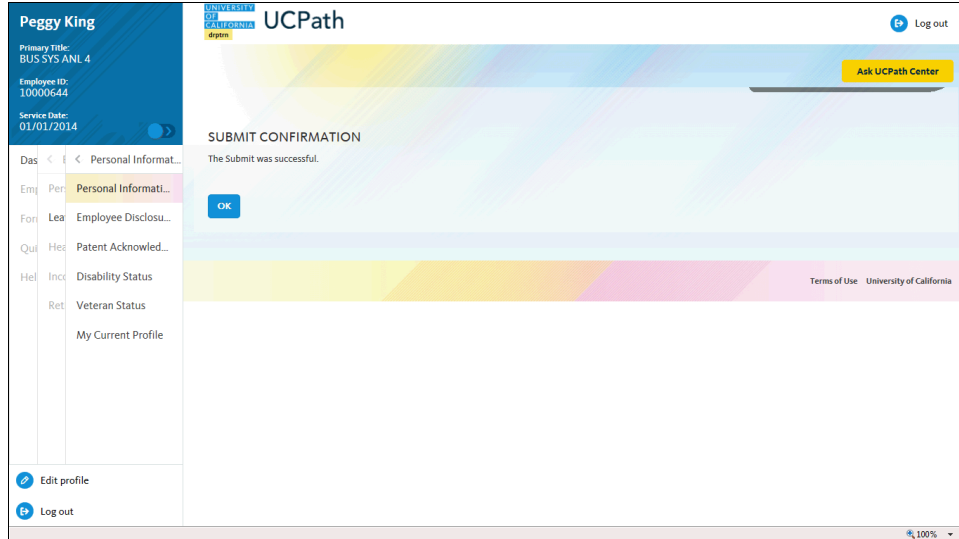



Step	Action
8.	In the <b>Change As Of</b> field, use the calendar to enter the date your name change took effect. The default date is today's date.
9.	Click the <b>New Name Edit</b> button. 

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

Step	Action
12.	Review the <b>Live Preview</b> fields to see how your name will appear in the system.
13.	Click the <b>Done</b> button.

Step	Action
14.	Click the <b>Submit</b> button.



Step	Action
15.	<p>A confirmation message appears.</p> <p>The UCPath Center will verify that the name change and Social Security number match with the Social Security Administration.</p> <p>Click the <b>OK</b> button.</p> 
16.	<p>You have updated your name in UCPath online.</p> <p>A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions &gt; Personal Information &gt; <b>Personal Information Summary</b>.</p> <p><b>End of Procedure.</b></p>