

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.

Pe	ggy	King	UCPath	Search	Q 😡 Bookmark 🚯 Log out
Primary Title: BUS SYS ANL 4 Employee ID: 10000644					Ask UCPath Center
Service Date: 01/01/2014			SECURITY QUESTION		
Das	< 1	< Personal Informat	Please confirm your identity by answering the following security question.		
Em	Per	Personal Informati			
For	Lea	Employee Disclosu	Who is your childhood best friend?		
Qu	Hea	Patent Acknowled			
He	Inco	Disability Status			
	Ret	Veteran Status	Submit		
		My Current Profile			
Ø	Edit pro	ofile			Help
€	Log out				—
					€,100% -

Step	Action		
1.	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.		
	For this example click in the Who is your childhood best friend? field.		
2.	Enter the desired information into the Security Question field.		
	For this example, enter Molly.		
3.	Your answer appears as a series of dots.		
	Click the Submit button.		
	Submit		



Step	Action
4.	If you answer the question correctly, UCPath displays the Personal Information Summary page, and you can make your changes.
	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.

Peg				😝 Log out
Primary Title: BUS SYS ANL 4 Employee ID: 10000644		NL 4		Ask UCPath Center
Service 01/01	Date: L/201	14	PERSONAL INFORMATION SUMMARY	
Das	< 1	< Personal Informat	Peggy King	
Emį	Per	Personal Informati		EXPAND ALL COLLAPSE ALL
Qui	Lea Hea Inco		Legal/Preferred Name	0
	Ret		Social Security Number	0
			Date of Birth	•
Ε	dit pr	ofile	Home/Mailing Addresses	0
	og ou		Phone Numbers	₹100% ×

Step	Action	
5.	Use the Expand All button to see all personal information fields on this page.	
	Use the Collapse All button to hide the detailed information.	
6.	Click the Expand Name button.	
	\odot	

Peggy King Primary Title: BUS SYS ANL 4	PERSONAL INFORMATION SUMMARY	
Employee ID: 10000644	Peggy King	
Service Date: 01/01/2014		COLLAPSE ALL
Das 🗧 🗧 < Personal Informat	Legal/Preferred Name	۵
Emj Per Personal Informati		
Fori Lea Employee Disclosu	Peggy Dawn King	
Qui Hea Patent Acknowled	CHANGE NAME	
Hel Inco Disability Status		
Ret Veteran Status	Social Security Number	0
My Current Profile		
	Date of Birth	0
	Home/Mailing Addresses	0
Edit profile		
₽ Log out	Phone Numbers	₹ 100%

Step	Action	
7.	Click the Change Name button.	

Peggy King		🕒 Log out
Primary Title: BUS SYS ANL 4 Employee ID: 10000644		Ask UCPath Center
Service Date: 01/01/2014	NAME CHANGE	
Das 🦿 🔍 Personal Informat	Enter your new name and select. Submit. Note: You may be required to send proof of the name change to Human Resources.	
Emj Per Personal Informati	US Employees: All name changes must match the name provided on your social security card.	
Fori Lea Employee Disclosu	Current Name Peggy Dawn King	
Qui Hea Patent Acknowled	New Name Peggy Dawn King 🖋	
Hel Inco Disability Status	Change As Of 09/20/2017	
Ret Veteran Status My Current Profile	Name Format English	~
	SUBMIT	
	RETURN TO PERSONAL INFORMATION	
Edit profile		
Log out		Terms of Use University of California

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.	



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

Peggy King	GALIFORNIA UCPath		(B) Log out	^
Primary Title: BUS SYS ANL 4 Employee ID: 10000644			Ask UCPath Center	
Service Date: 01/01/2014	EDIT NAME			
Das 🗧 E < Personal Informat	Prefix		~	
Emj Personal Informati	First Name	Peggy		
For Lea Employee Disclosu	Middle Name	Dawn		
Qui Hea Patent Acknowled	Last Name	Godfrey	×	
Hel Inco Disability Status		Gouney	^	
Ret Veteran Status	Suffix		~	
My Current Profile	Live Preview			
	Display Name	Formal Name	Name	
	Peggy Godfrey	Peggy Godfrey	Godfrey, Peggy Dawn	
	Dor	NE	CANCEL	
Edit profile				
➡ Log out			Terms of Use University of California	

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

Peggy King Primary Title: BUS SYS ANL 4 Employee 10: 10000644		GALIFORNIA GALIFORNIA drptn				😝 Log out
						Ask UCPath Center
Service Date 01/01/20		NAME CHANGE				
Das < E	< Personal Informat	Enter your new name and select Submit. Note: You may be required to send proof of	the name change to Human Resources			
Emj Per	Personal Informati		ch the name provided on your social security card.			
For Lea	Employee Disclosu	Current Name	Peggy Dawn King			
Qui Hea	Patent Acknowled	New Name	Peggy Dawn Godfrey 🥜			
Hel Inco	Disability Status	Change As Of	09/20/2017	#	(example: 12/31/2000)	
Ret	Veteran Status	Name Format	English			~
	My Current Profile					
			SUBMIT			
🧭 Edit p	rofile					Terms of Use University of California
🕒 Log or	ut					
						🔍 100% 🔻



Step	Action
14.	Click the Submit button.

Peggy King Primary Title: BUS SYS ANL 4 Employee ID: 10000644		King	UCPath	😢 Log out
		NL 4	union (1997)	
				Ask UCPath Center
Service 01/0	e Date: 1/201	4	SUBMIT CONFIRMATION	
Das	< 1	< Personal Informat	The Submit was successful.	
Emp	Per	Personal Informati		
Fori	Lea	Employee Disclosu	ОК	
Qui	Hea	Patent Acknowled		
Hel	Inco	Disability Status		Terms of Use University of California
	Ret	Veteran Status		
		My Current Profile		
Ø 6	Edit pr	ofile		
Β ι	Log ou	ıt		
				® 100% 👻

Step	Action			
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.			
	οκ			
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.			