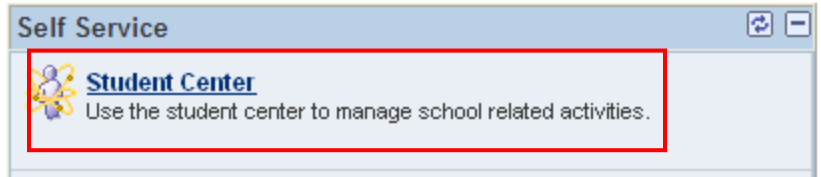# HOW TO MANAGE PERSONAL INFORMATION IN PAWS: NAMES
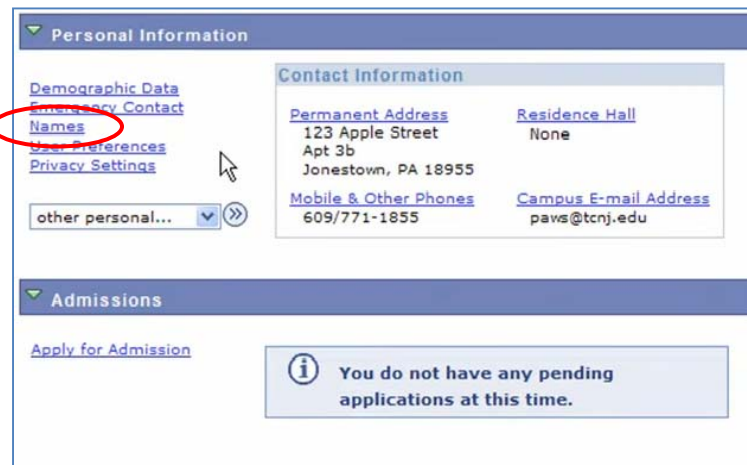

Viewing , Changing, or Deleting a Name

1. Sign in to PAWS.

2. On the PAWS Home page, select the Student Center link. *This will take you into the Student Center, where you can access your* Personal Information*, including your Address Information.*

4. In the Student Center, scroll down to the Personal Information section.

5. Click on the Names link.

6. On the resulting page, you will see a list of your current names in the PAWS system. Each name has a type associated with it that is indicative of the name's use.
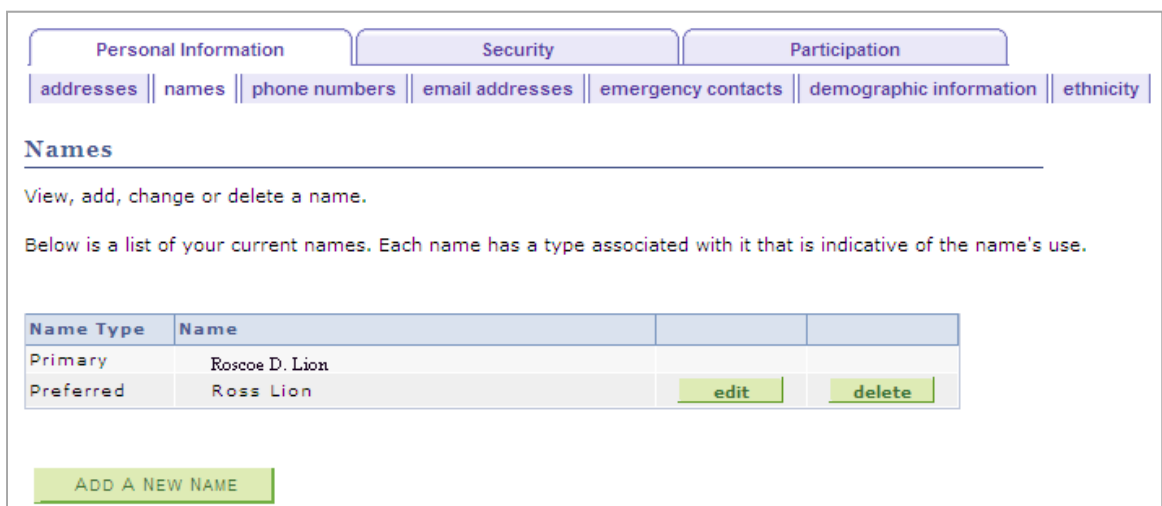
It is important to note that you cannot edit or delete the Primary Name via your PAWS account. To change/delete the Primary Name, you must contact the Office of Records and Registration.

7. Click ⬚ edit ⬚ to edit an existing Preferred Name, or ⬚ delete ⬚ to delete the Preferred Name.

Edit Screenshot

Delete Screenshot

Adding a Name

It is important to note that you cannot add a Primary Name via your PAWS account. Users can only add a Preferred Name via PAWS.

8. From the Student Center, scroll down to the Personal Information section.
9. Click on the Names link.
10. Select the Add a New Name button.

6. On the next screen, select "Preferred" as the Name Type, and enter the name information. .
7. Click the Save button to submit your changes.

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:	[dropdown]
Format Using:	English Change Format
Prefix:	[dropdown]
First Name:	[ ] **Middle Name:** [ ]
Last Name:	[ ]
Suffix:	[dropdown]

Date new name will take effect   07/13/2011 📅   (example: 12/31/2000)

SAVE

Return to Current Names

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