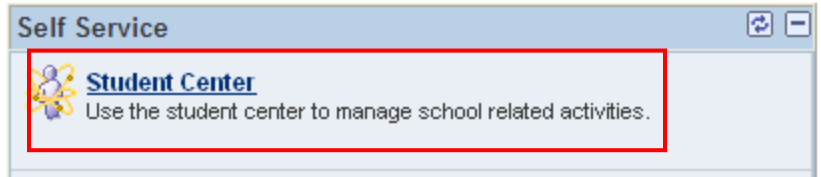


HOW TO MANAGE PERSONAL INFORMATION IN PAWS: NAMES

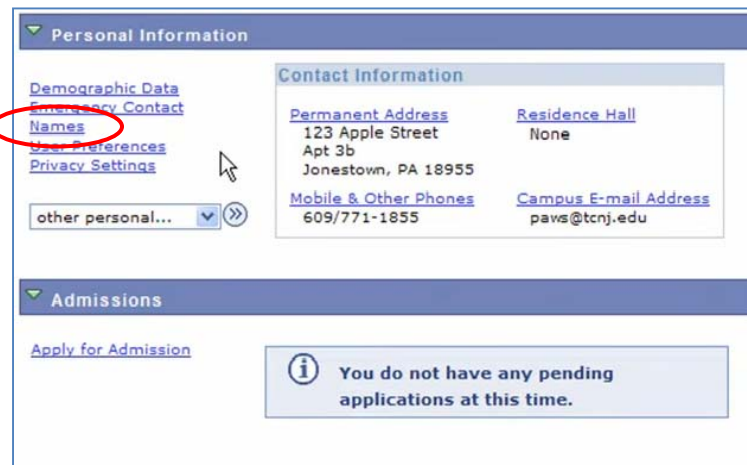


Viewing , Changing, or Deleting a Name

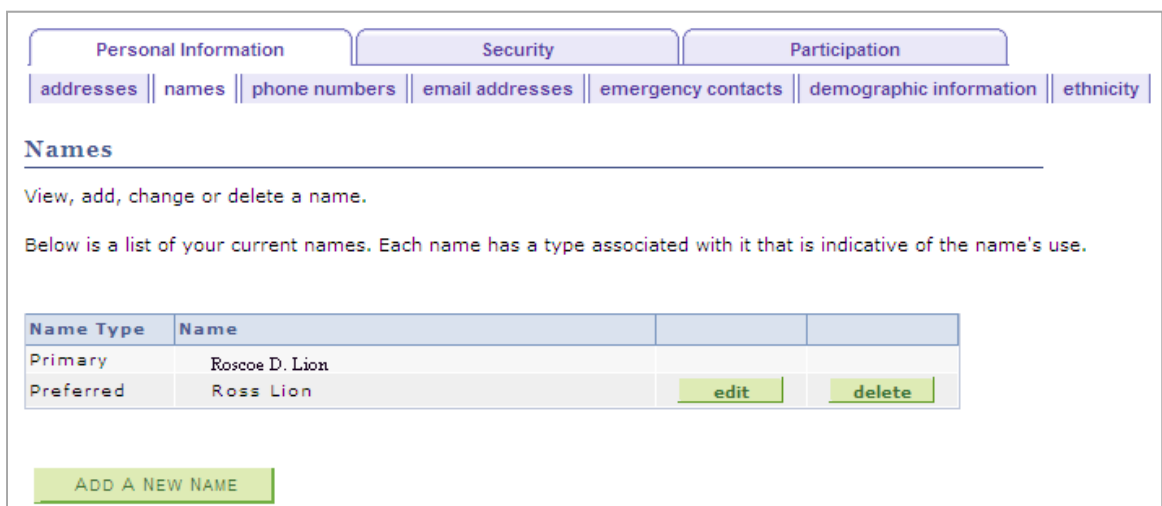
1. Sign in to PAWS.
2. On the PAWS Home page, select the [Student Center](#) link. *This will take you into the Student Center, where you can access your Personal Information, including your Address Information.*



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.

How to Manage Your Names in PAWS

- Click [edit](#) to edit an existing Preferred Name, or [delete](#) to delete the Preferred Name.

Edit Screenshot

Names

Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type: Preferred
Format Using: English [Change Format](#)
Prefix: Mr.
First Name: **Middle Name:**
Last Name:
Suffix: Junior

Date changes will take effect (example: 12/31/2000)

Delete Screenshot

Names

Delete name

Delete name

Name Type: Preferred
Format Using: English [Change Format](#)
Prefix: Mr.
First Name: Ross **Middle Name:** D.
Last Name: Lion
Suffix: Junior

Deleting name that was created on: 07/13/2011 (example: 12/31/2000)

[DELETE](#) [Return to Current Names](#)

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.

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

Personal Information | Security | Participation

addresses | **names** | phone numbers | email addresses | emergency contacts | demographic information | ethnicity

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	Roscoe D. Lion

[ADD A NEW NAME](#)

How to Manage Your Names in PAWS

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:

Format Using: English [Change Format](#)

Prefix:

First Name: **Middle Name:**

Last Name:

Suffix:

Date new name will take effect (example: 12/31/2000)

[Return to Current Names](#)