RTC students should note that they must inform both TCNJ and the RTC office of any changes in their personal information. A change in one system does not prompt a change in the other.

**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.
3. In the Student Center, scroll down to the Personal Information section.
4. Click on the Names link.
5. 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.

<table>
<thead>
<tr>
<th>Name Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Borrow D. Linn</td>
</tr>
<tr>
<td>Preferred</td>
<td>Ross Linn</td>
</tr>
</tbody>
</table>

6. Click the edit button to make changes to the name. Click the delete button to remove the name from the system.
How to Manage Your Names in PAWS

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

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. For more information, visit the Changes to Personal Information Procedure page at [http://www.tcnj.edu/~recreg/policies/personal.html](http://www.tcnj.edu/~recreg/policies/personal.html)

**Edit Screenshot**

![Edit Screenshot](image1.png)

**Delete Screenshot**

![Delete Screenshot](image2.png)

**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.
11. On the next screen, select “Preferred” as the Name Type, and enter the name information.
12. Click the Save button to submit your changes.