



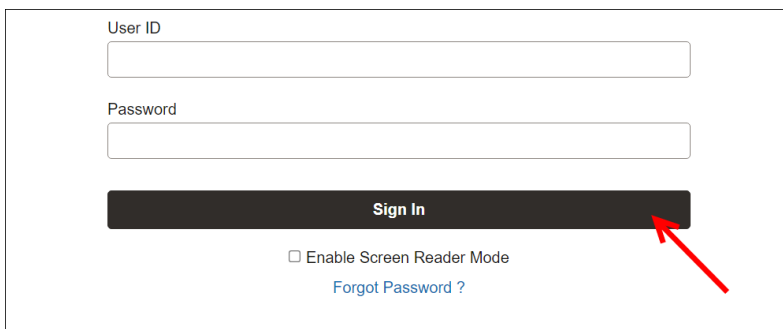
How to Add your Primary Name in PeopleSoft

Note

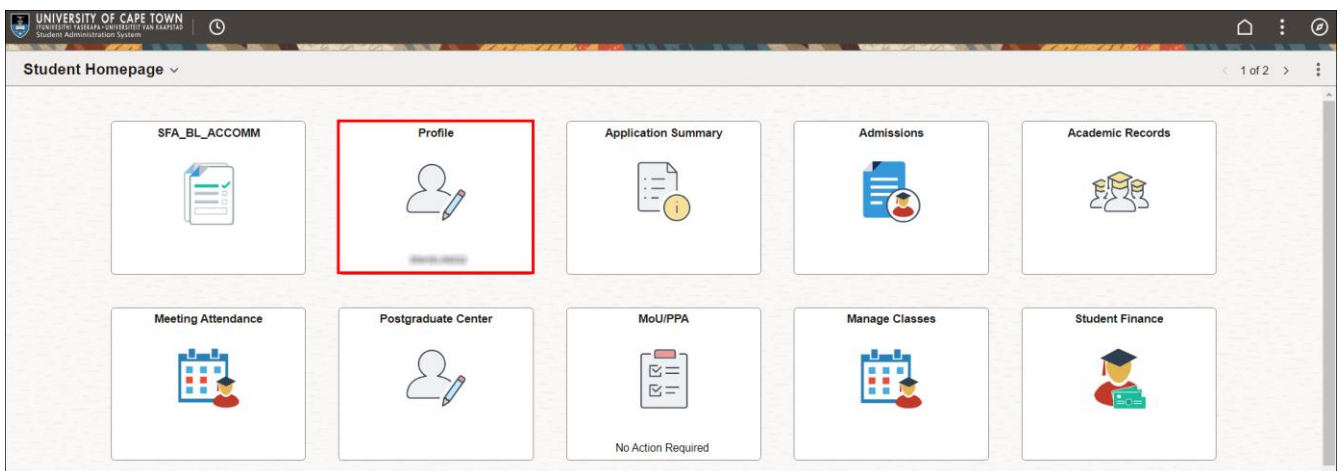
- If you are an **applicant**, you will not be able to edit your **Primary (Legal) name** and will be required to contact **Central Admissions Office** for assistance (admissions@uct.ac.za)
- If you are a **registered student** and wish to change your **Primary (Legal) name**, you will have to contact the **Student Records Office** (reg-records@uct.ac.za) for assistance.

You will be required to provide proof of your Identity document to have the change made to your primary name.

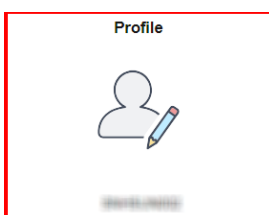
- Login to the [PeopleSoft Student Administration Self Service](#):

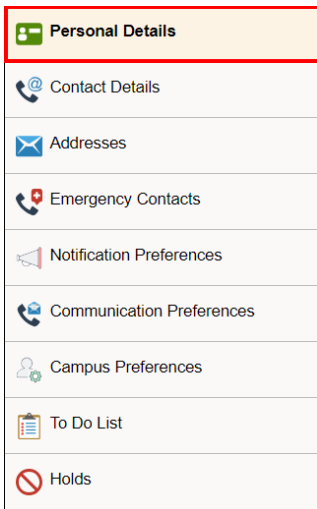


- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button.

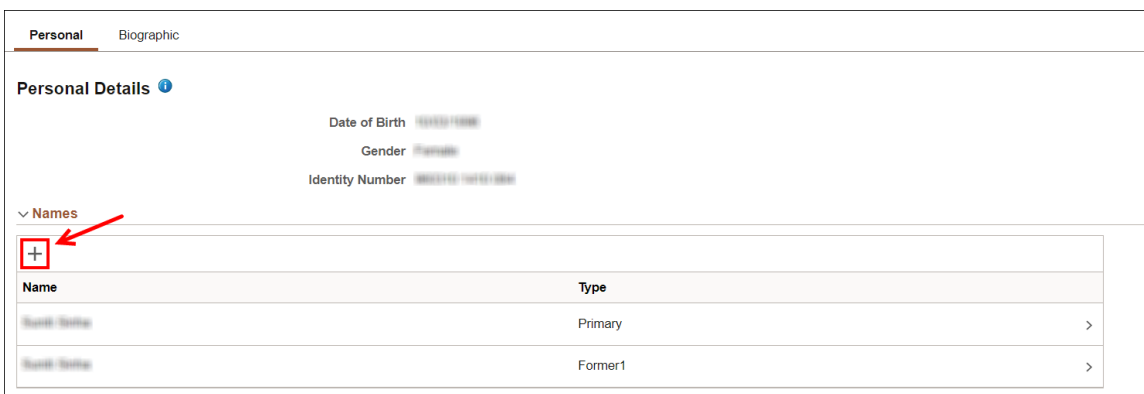


- Select the **Profile** tile on the Student Homepage

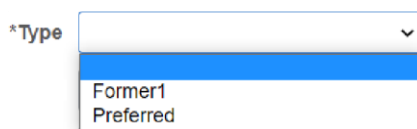




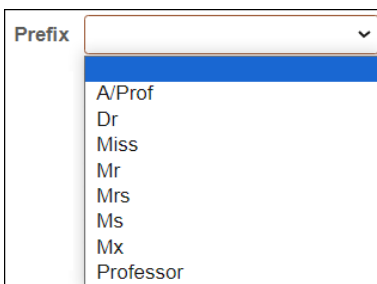
- Select the **Personal Details** tab



- On the **Personal Details** page, click on the **plus (+)** button to add your **preferred name**



- On the **Add Name** screen, select **Preferred** as the name type



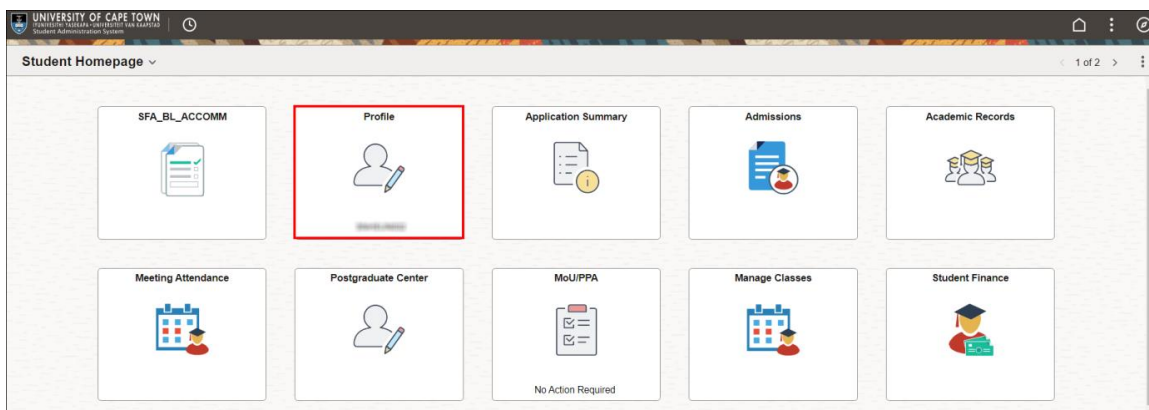
- Choose your title from the **Prefix** dropdown menu

- Click **Save** once you have entered your **Preferred** first name and last name

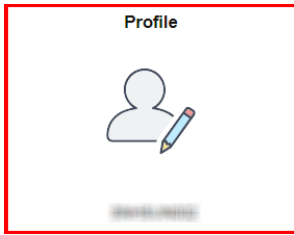
❖ How to Update your Preferred name

- Login to the [PeopleSoft Student Administration Self Service](#):

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- Enter your UCT password into the **Password** field.
- Select the **Sign In** button.



- Select the **Profile** tile on the Student Homepage



Personal Details

- Contact Details
- Addresses
- Emergency Contacts
- Notification Preferences
- Communication Preferences
- Campus Preferences
- To Do List
- Hold

- Select the **Personal Details** tab

Personal Biographic

Personal Details ⓘ

Date of Birth [REDACTED]
Gender Female
Identity Number [REDACTED]

∨ **Names**

Name	Type	
[REDACTED]	Primary	>
[REDACTED]	Preferred	→ >
[REDACTED]	Former1	>

- Select the **Name Type** you would like to edit or delete by clicking the **arrow** (>)



Edit Name

Type Preferred

*Name Format

Prefix

*First Name

Middle Name

*Last Name

Suffix

A red arrow points from the top right towards the 'Save' button.

- Click **Save** after updating your **Preferred** first name and last name or **Delete** if you wish to remove your **Preferred** name from your profile