

How to Add your Primary Name in PeopleSoft

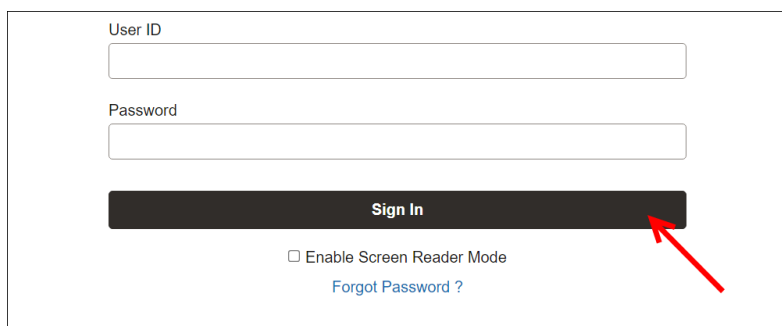


Note

- 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.

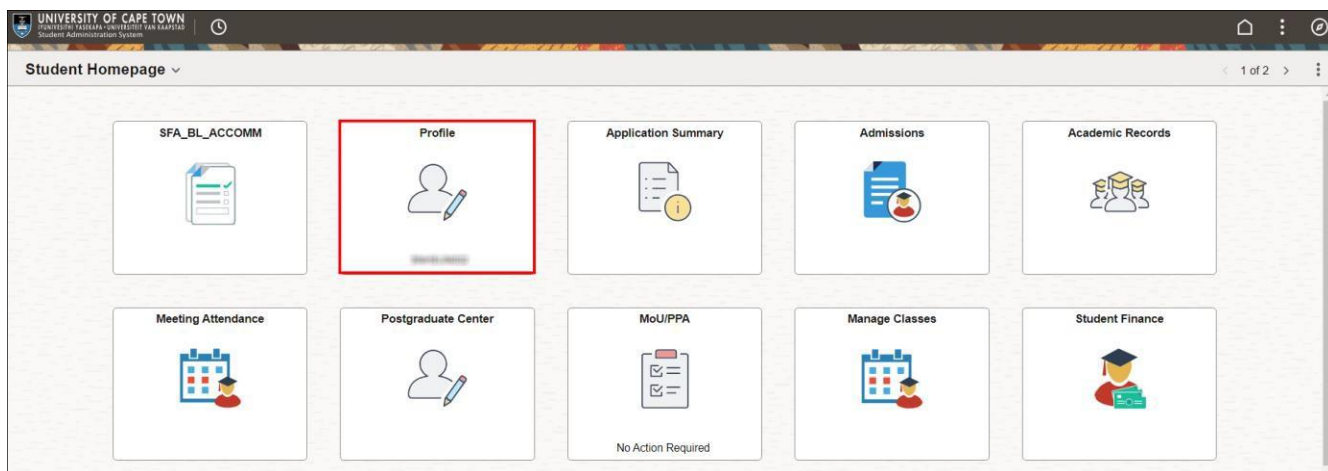
You will be required to provide proof of your Identity document to have the change made to your primary name.

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

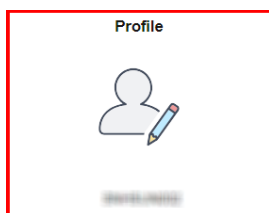


The login form contains two input fields: 'User ID' and 'Password'. Below these fields is a black 'Sign In' button, which is highlighted by a red arrow. Under the button, there is a checkbox for 'Enable Screen Reader Mode' and a blue link for 'Forgot Password?'.

- 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



Personal Details

Contact Details

Addresses

Emergency Contacts

Notification Preferences

Communication Preferences

Campus Preferences

To Do List

Holds

- Select the **Personal Details** tab

Personal

Biographic

Personal Details

Date of Birth

Gender

Identity Number

Names

+

Name	Type
Student-System	Primary
Student-System	Former1

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

*Type

Former1

Preferred

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

Prefix

A/Prof

Dr

Miss

Mr

Mrs

Ms

Mx

Professor

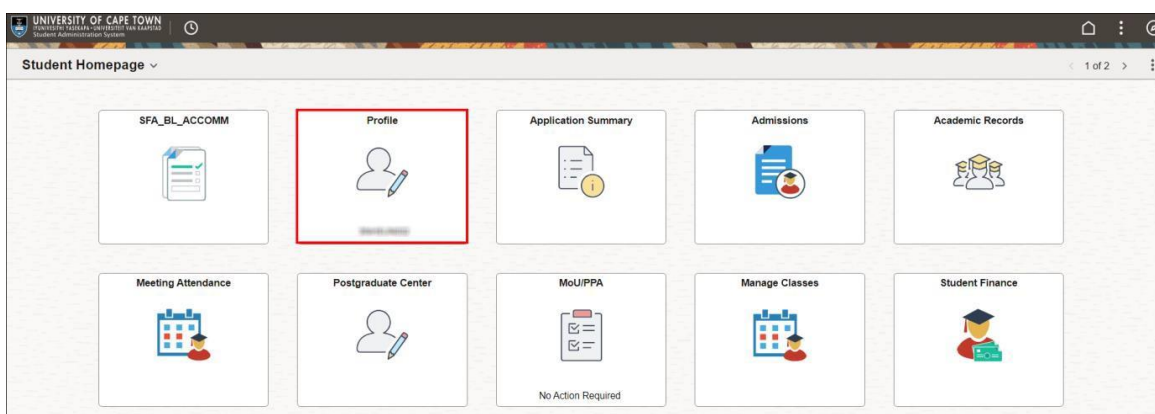
- Choose your title from the **Prefix** dropdown menu

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

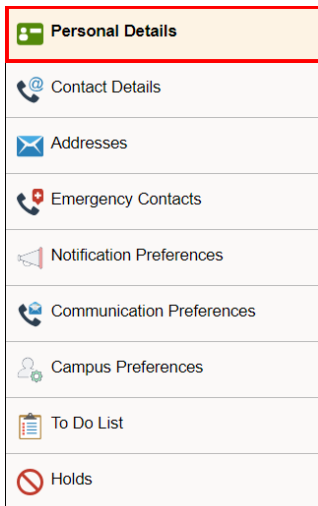
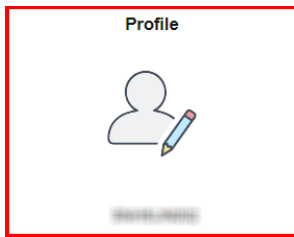
❖ How to Update your Preferred name

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

- 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

Personal

Biographic

Personal Details ⓘ

Date of Birth

1990-01-01

Gender

Female

Identity Number

12345678901234567890

Names

Name	Type	
David Smith	Primary	>
David Smith	Preferred	>
David Smith	Former1	>

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

[Cancel](#)

Edit Name

[Save](#)

Type Preferred

*Name Format English

Prefix Ms

*First Name

Middle Name

*Last Name

Suffix

Delete

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