

How to Add your Primary Name in PeopleSoft



- 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 <u>PeopleSoft Student Administration Self Service</u>:

User	ID	
Pass	word	
	Sign In	
	Enable Screen Reader Mode 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
CP Emergency Contacts
Notification Preferences
Communication Preferences
2 Campus Preferences
To Do List
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• Select the Personal Details tab

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• 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

Prefix	~
	A/Prof
	Dr
	Miss
	Mr
	Mrs
	Ms
	Mx
	Professor

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

Cancel	Add Name	s
Туре	Preferred	7
*Name Format	English 🗸	
Prefix	Ms 🗸	
*First Name		
Middle Name		
*Last Name		
Suffix	~	

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

* How to Update your Preferred name

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Personal Biographic		
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• Select the Name Type you would like to edit or delete by clicking the arrow (>)



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