Use this task to update your name in the UCPath Portal. You must update your name with the appropriate Federal agencies before you enter your name change in UCPath.

**Dashboard Navigation:**
Personal Information > **Personal Information Summary**

*or*

**Menu Navigation:**
Employee Actions > Personal Information > **Personal Information Summary**

**Note:** This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Use the <strong>Expand All</strong> button to see all personal information fields on this page. Use the <strong>Collapse All</strong> button to hide the detailed information.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Expand section Name</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Change Name</strong> button.</td>
</tr>
</tbody>
</table>
**Step 4.** In the **Change As Of** field, use the calendar to enter the date your name change took effect. The default date is today's date.

**Step 5.** Click the **New Name Edit** button.
6. Update the appropriate name field(s). In this example, enter your new legal last name.

Click in the **Last Name** field.

![Last Name field](image)

7. Enter the desired information into the **Last Name** field. For this example, enter **Godfrey**.

8. Review the **Live Preview** fields to see how your name will appear in the system.

9. Click the **Done** button.

10. Click the **Submit** button.

11. A confirmation message appears.

   The UCPath Center will verify that the name change and Social Security number match with the Social Security Administration.

   Click the **OK** button.

12. You have updated your name in the UCPath Portal.

**End of Procedure.**