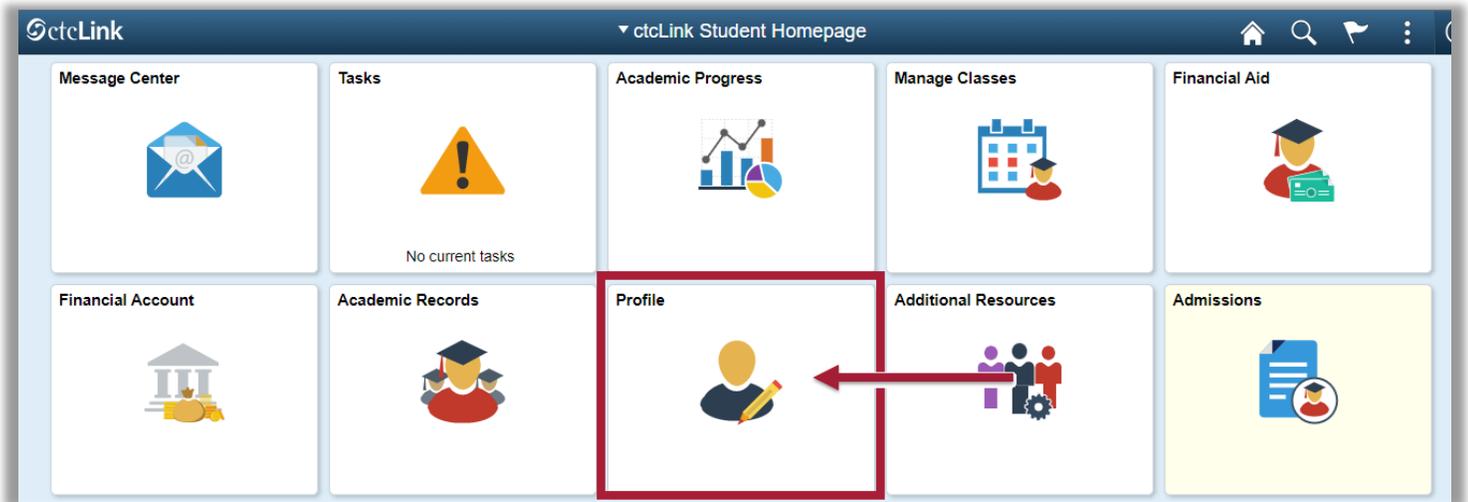


How to add a Preferred Name

This guide will show you how to add a preferred name into ctcLink.

Go to Profile

- From your [ctcLink Student Homepage](#), click the **Profile** tile.

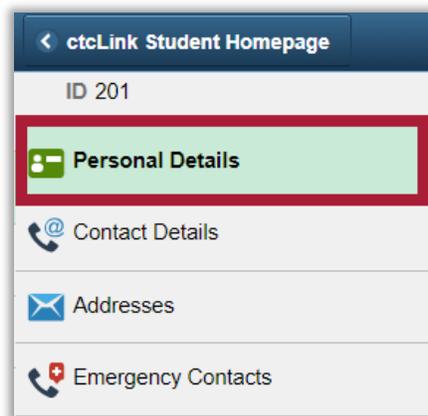


Add Preferred Name

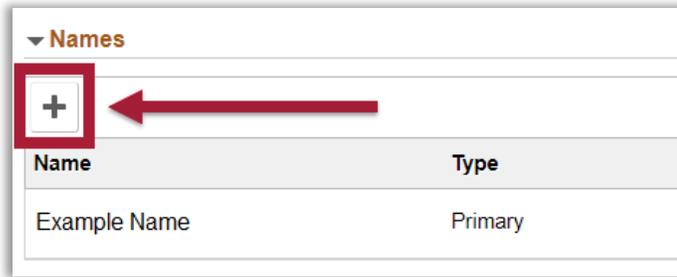
You can optionally add a preferred/chosen name into ctcLink.

*Note: To make changes to your legal name, fill out the **Personal Data Change** form (this can be found on the [Forms](#) page) and bring it to the Registration Office at any of our campuses. You must provide official documentation to prove the legal name change.*

- Go to the **Personal Details** tab on the left.



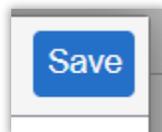
- On the **Personal** tab under the **Names** section, click the + button.



- Choose the **Preferred Name** Type, then add the details of your preferred name.

A screenshot of a form titled "Add Name" with "Cancel" and "Save" buttons. The form contains several fields: "*Type" (dropdown menu set to "Preferred"), "*Name Format" (dropdown menu set to "English"), "Prefix" (dropdown menu), "*First Name" (text input field set to "First"), "Middle Name" (text input field), "*Last Name" (text input field set to "Last"), and "Suffix" (dropdown menu). A red box highlights the "*Type" field and the "*First Name", "Middle Name", and "*Last Name" fields.

- Click the Save button.



- That's it! You should see your preferred name listed under the names section!

