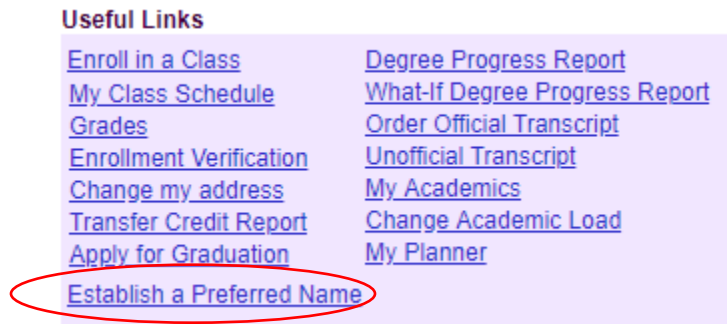# Establish a Preferred Name

Students and employees wishing to establish a preferred name to be used in place of their legal name in select University related systems and documents may submit their request within myWCU.

Within myWCU

Students

- Click the "Establish a Preferred Name" link, located under the *Useful Links* heading within the *Academic Information* section of your myWCU homepage.

Employees

- Click the "Establish a Preferred Name" link, available within Faculty/Admin. Self-Service and Faculty Quick Links

Establish a Preferred Name Page

- Review additional information about the use of preferred and legal names by the University and within various University systems.
- Select a reason from the *Name Change Reason* drop down
- Type your preferred first name in the *First Name* text box.

- Click *Finish* to submit
- You will be routed to the *View Change of Name Request* page where you may review and/or cancel your submitted request.

You may not submit multiple requests. If you already have a request pending and click the link: *Establish a Preferred Name* you will be routed again to the *View Change of Name Request* page.