

Students can enter a preferred name in HUB. The following training guide contains the steps check if a student has a preferred name. For more information about preferred name including policies and guidance visit the following webpage <http://registrar.buffalo.edu/personalinfo/preferred-name.php>

To check a preferred name in HUB:

1. From the navigator: Campus Community -> Student Services Center (Student)
2. Search for the student via person number or legal (primary) name (Please note: Search by preferred name is not available)
3. If a student has a preferred name set, the preferred name will be displayed on the front page of Student Services Center (Student)

Jane Smith

ID:

student center general info admissions transfer credit

Jane's Student Center

4. There will be a positive service indicator set on any student with a preferred name, look for a "red star" next to person number, click on the star

ID: 50239885



5. Look for 'PRN', this indicates that a student has entered a preferred name

Service Indicator Summary			Personalize Find View All [Print] [Export]				First	1-4 of 4	Last
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
AA6	Academic Advising	New/1st Term Freshmen	UBFLO	2179	Fall 2017	2179	Fall 2017	04/28/2017	08/14/2017
NUS	New Undergraduate Student	Submit Orientation Data Form	UBFLO	2179	Fall 2017			04/22/2017	
PIT	Pathway Incoming Term	Pathway Incoming Term	UBFLO	2179	Fall 2017				
PRN	Preferred Name Entered	Preferred Name Entered	UBFLO					05/22/2017	

6. Alternatively, you can on 'General Info'.

Jane Smith

ID:

student center **general info** admissions transfer credit

7. Scroll down to the 'Names' section, you will see two names listed if a preferred name is entered

Names edit names

Name Type	Display Name	Status
Preferred	Jane Smith	Active as of 2017-05-22
Primary	Betty Smith	Active as of 1998-07-25

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