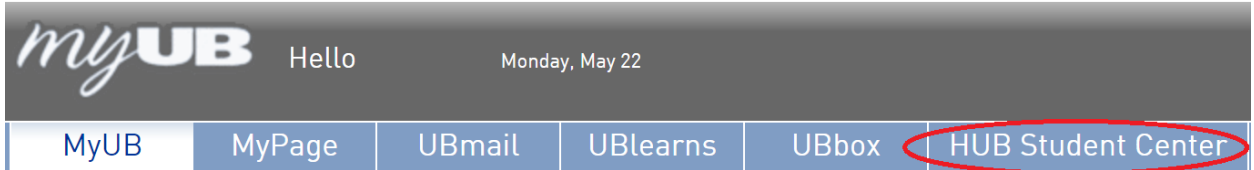


Students can enter a preferred name in HUB. The following training guide contains the steps to set a preferred name. For more information about preferred name including policies and guidance visit the following webpage <http://registrar.buffalo.edu/personalinfo/preferred-name.php>

To enter a preferred name in HUB:

1. Login to your HUB Student Center via MyUB



2. Scroll down to the 'Personal Information' section and click on 'Names'



3. Click on 'Add a New Name'

Names

Below is a list of your current names. Adding a preferred name will help faculty and staff refer to you by the name of your choice. Please note that your preferred name does not currently display in all UB systems at this time. Also, certain documents and communications will be required to use your legal name.

[Legal Name Change Documentation](#)

[Preferred Name Information](#)

Name Type	Name		
Primary	Betty Smith		

[Add a New Name](#)

4. Select 'Preferred' from the 'Name Type' dropdown box, and enter a preferred 'First' and 'Middle' name (if desired). Enter your legal last name in the last name field. For identity verification purposes, students are not able to set a preferred last name. Click Save.

Betty Smith

Names

Add a new name

Enter your name information below. When adding a preferred name please make your preferred last name matches your legal first name.

Add a new name

Name Type: Preferred ▼


Format Using: English [Change Format](#)

Prefix: ▼

First Name: Jane **Middle Name:** Betty

Last Name: Smith

Suffix: ▼

Date new name will take effect 05/24/2017  (example: 12/31/2000)

SAVE

[Return to Current Names](#)

5. Click 'OK'

Add a new name

Save Confirmation



The Save was successful.



6. You will now see your preferred name along with your primary name, you can edit or delete your preferred name as necessary.

Names

Below is a list of your current names. Adding a preferred name will help faculty and staff refer to you by the name of your choice. Please note that your preferred name does not currently display in all UB systems at this time. Also, certain documents and communications will be required to use your legal name.

[Legal Name Change Documentation](#)

[Preferred Name Information](#)

Name Type	Name		
Primary	Betty Smith		
Preferred	Jane Smith	edit	delete

Add a New Name