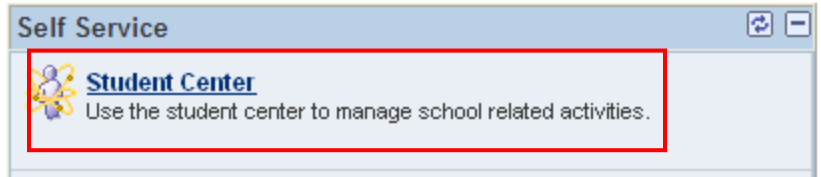


# HOW TO MANAGE PERSONAL INFORMATION IN PAWS: NAMES

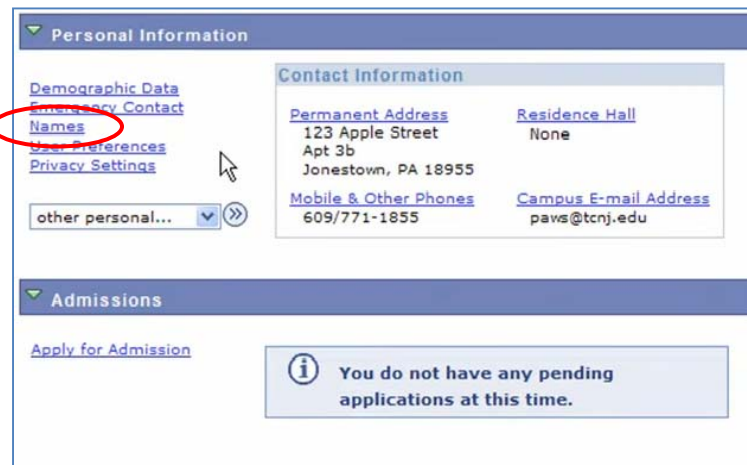


## Viewing , Changing, or Deleting a Name

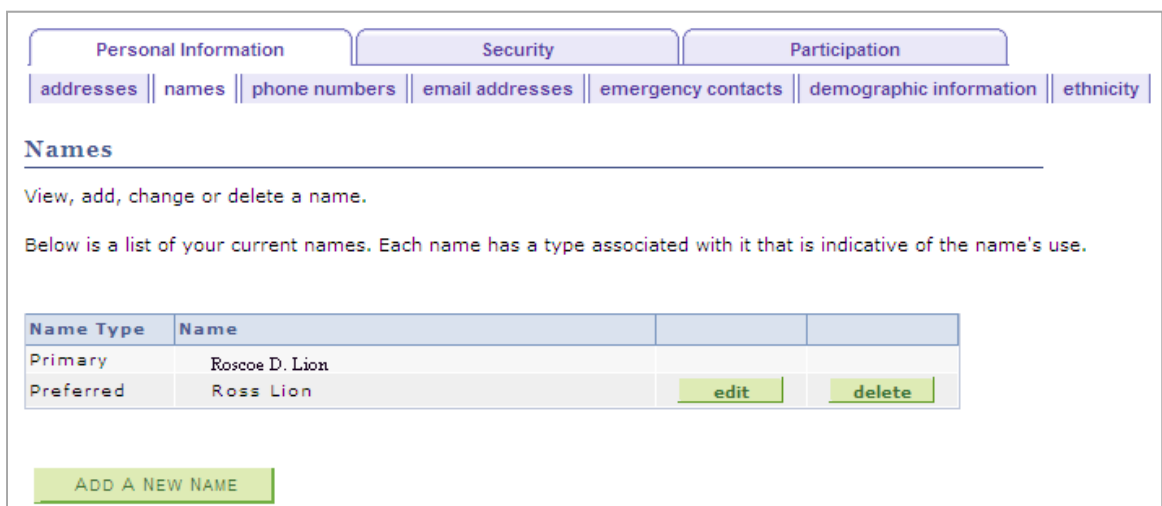
1. Sign in to PAWS.
2. On the PAWS Home page, select the [Student Center](#) link. *This will take you into the Student Center, where you can access your [Personal Information](#), including your [Address Information](#).*




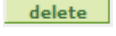
4. In the Student Center, scroll down to the [Personal Information](#) section.
5. Click on the [Names](#) link.



6. On the resulting page, you will see a list of your current names in the PAWS system. Each name has a type associated with it that is indicative of the name's use.



## How to Manage Your Names in PAWS

- Click  to edit an existing Preferred Name, or  to delete the Preferred Name.

*It is important to note that you cannot edit or delete the Primary Name via your PAWS account. To change/delete the Primary Name, you must contact the Office of Records and Registration. For more information, visit the [Changes to Personal Information Procedure page](http://www.tcnj.edu/~recreg/policies/personal.html) at <http://www.tcnj.edu/~recreg/policies/personal.html>*

### Edit Screenshot



The screenshot shows the 'Names' section of the PAWS interface. The title is 'Change name'. Below the title is a blue bar with the text 'Change name'. The form contains the following fields:

- Name Type: Preferred
- Format Using: English [Change Format](#)
- Prefix: Mr. (dropdown menu)
- First Name: Ross
- Middle Name: D. (text input)
- Last Name: Lion
- Suffix: Junior (dropdown menu)
- Date changes will take effect: 07/13/2011  (example: 12/31/2000)

### Delete Screenshot



The screenshot shows the 'Names' section of the PAWS interface. The title is 'Delete name'. Below the title is a blue bar with the text 'Delete name'. The form contains the following fields:

- Name Type: Preferred
- Format Using: English [Change Format](#)
- Prefix: Mr.
- First Name: Ross
- Middle Name: D.
- Last Name: Lion
- Suffix: Junior
- Deleting name that was created on: 07/13/2011 (example: 12/31/2000)
- 
- [Return to Current Names](#)

### Adding a Name

*It is important to note that you cannot add a Primary Name via your PAWS account. Users can only add a Preferred Name via PAWS.*

- From the Student Center, scroll down to the Personal Information section.
- Click on the Names link.
- Select the Add a New Name button.

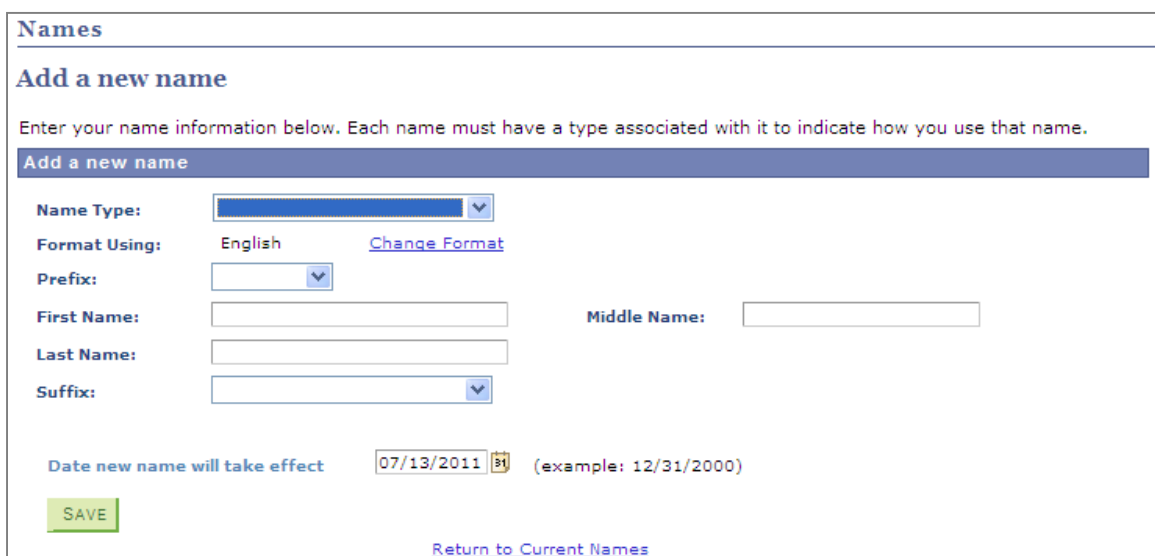
## How to Manage Your Names in PAWS



The screenshot shows a web interface with three tabs: "Personal Information", "Security", and "Participation". Under "Personal Information", there are sub-links for "addresses", "names", "phone numbers", "email addresses", "emergency contacts", "demographic information", and "ethnicity". The "Names" section is active, displaying the text: "View, add, change or delete a name. Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use." Below this is a table with two columns: "Name Type" and "Name". The table contains one entry: "Primary" and "Roscoe D. Lion". At the bottom of the table is a green button labeled "ADD A NEW NAME".

Name Type	Name
Primary	Roscoe D. Lion

11. On the next screen, select "Preferred" as the Name Type, and enter the name information.
12. Click the Save button to submit your changes.



The screenshot shows the "Add a new name" form. It includes a title "Add a new name" and a sub-header "Add a new name" in a blue bar. Below the bar, there is a dropdown menu for "Name Type" (set to "Preferred"), a "Format Using" section with "English" selected and a "Change Format" link, a "Prefix" dropdown, and input fields for "First Name", "Last Name", and "Suffix" (with a dropdown). There is also a "Middle Name" input field. At the bottom, there is a "Date new name will take effect" field with the date "07/13/2011" and a calendar icon, followed by an example "(example: 12/31/2000)". A green "SAVE" button is at the bottom left, and a blue link "Return to Current Names" is at the bottom right.