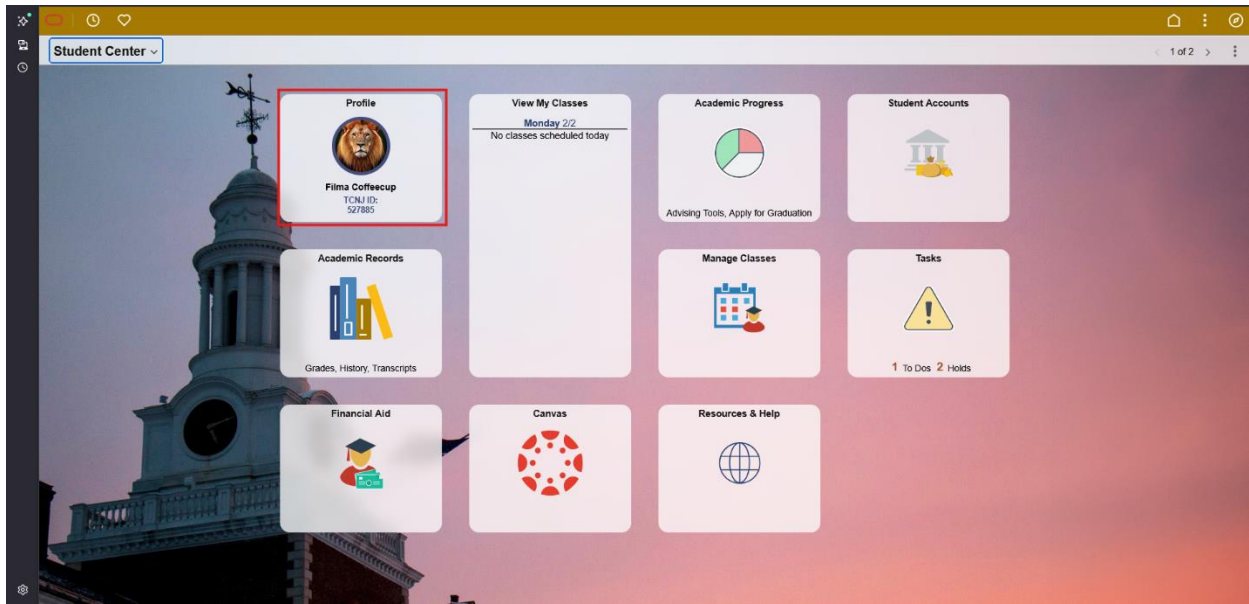


PAWS Help

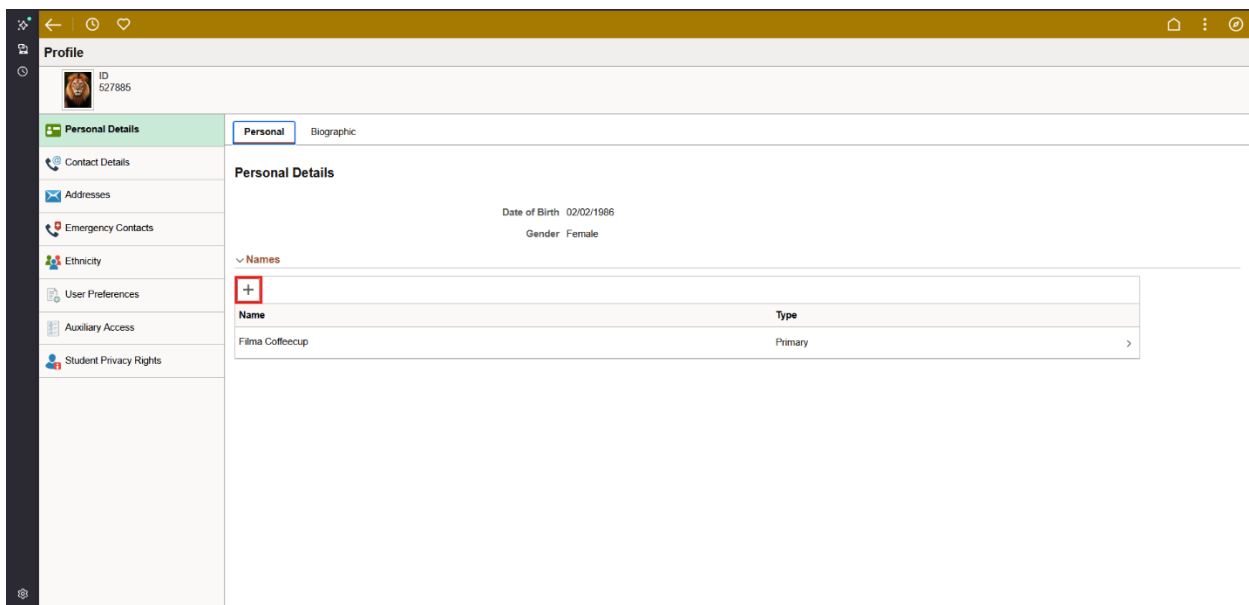
How to: Update Your Preferred Name in PAWS

PAWS allows you to add or update a **preferred name**, which appears in class rosters and on email. To update your primary/legal name, contact Records and Registration.

Step 1: Log in to PAWS, and select the “Profile” tile.



Step 2: In the “Personal” tab, under “Names,” click the plus sign to add a new name.



Step 3: Enter your preferred first name, and your legal last name, and click save.

The image shows a user profile page with a modal window titled "Add Name". The modal contains the following fields:

- Type: Preferred
- *Name Format: English
- Prefix: (empty)
- *First Name: Roscoe
- Middle Name: (empty)
- *Last Name: Coffecupj
- Suffix: (empty)

The background page shows a "Personal Details" section with a "Names" subsection containing a "+" button and the name "Filma Coffecup".