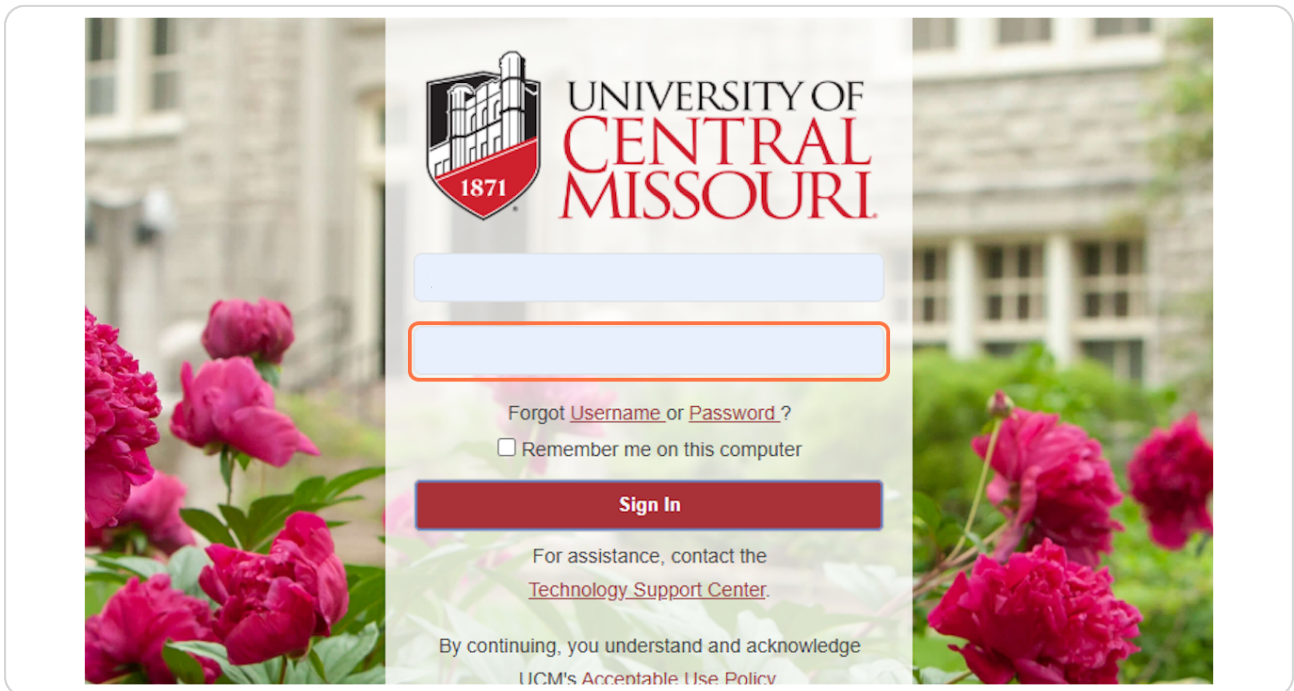


Update Preferred Name in MyCentral

Follow these steps to update your preferred name in MyCentral which then feeds every night to the Housing management system. This allows us to update desk roster for mail processing.

STEP 1

[Visit mycentral.ucmo.edu](https://mycentral.ucmo.edu)



STEP 3

Sign in with your Network ID and password

1871 MISSOURI

Forgot [Username](#) or [Password](#) ?

Remember me on this computer

Sign In

For assistance, contact the [Technology Support Center](#).

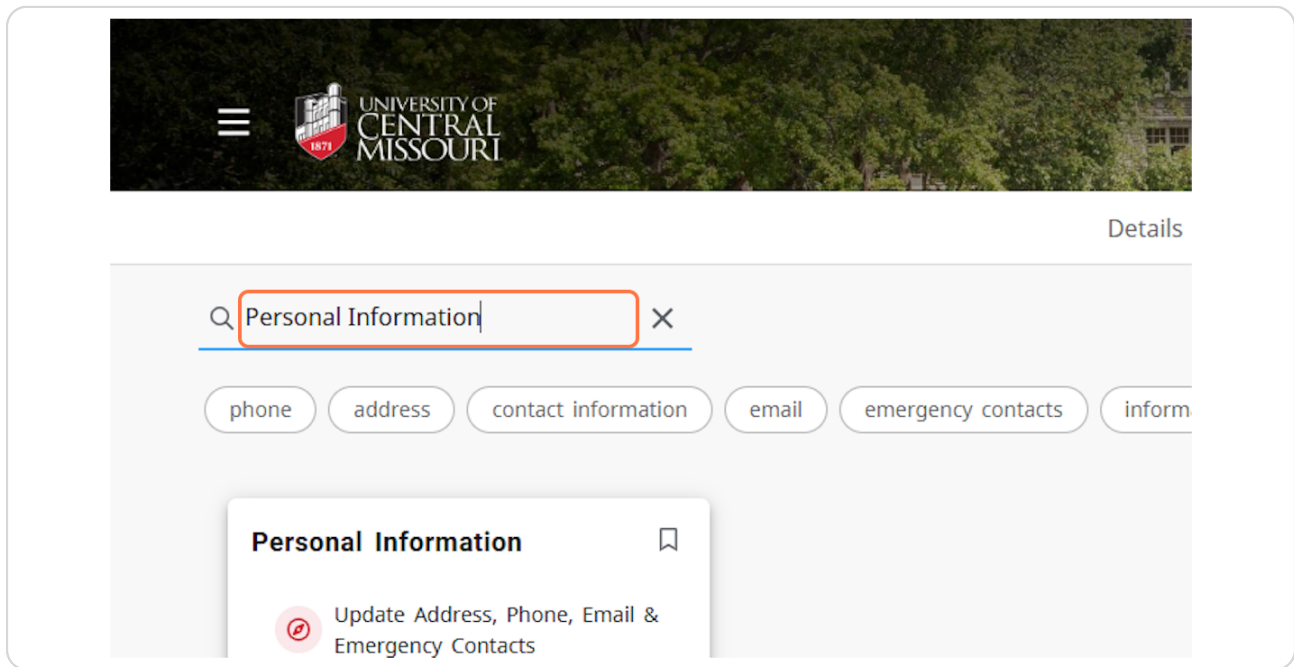
By continuing, you understand and acknowledge UCM's [Acceptable Use Policy](#).

Duo Security

2 Steps [↗](#)

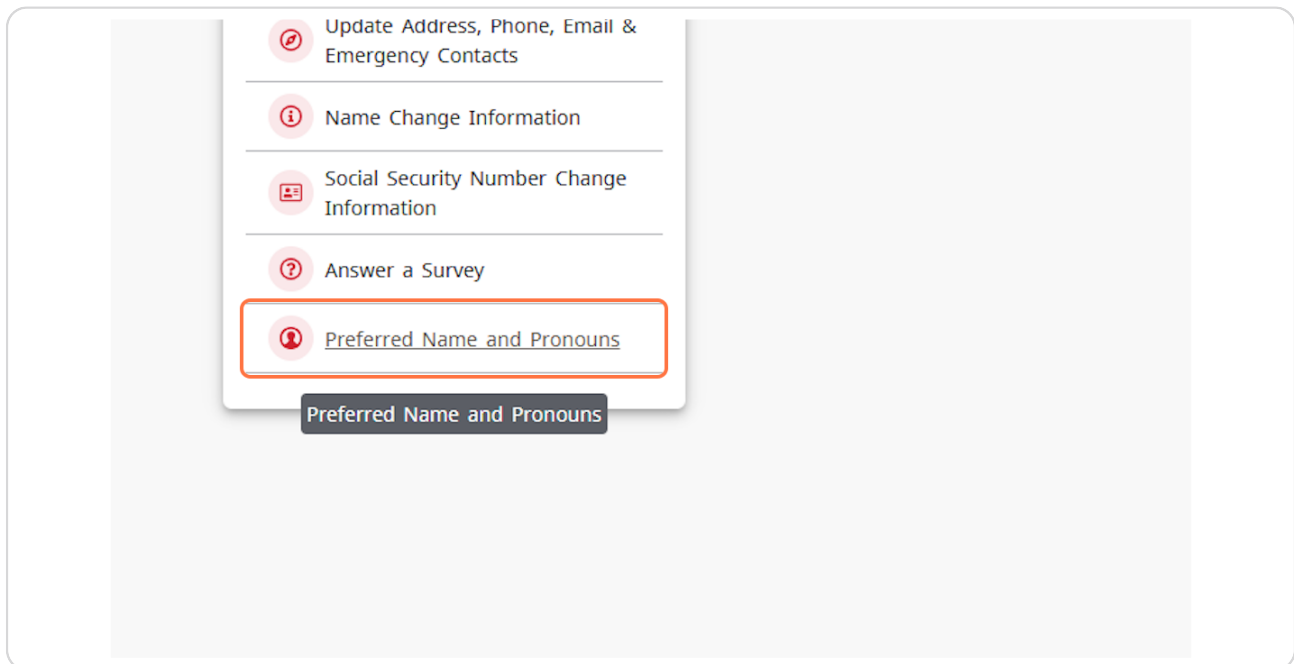
STEP 4

Search for the Personal Information Card



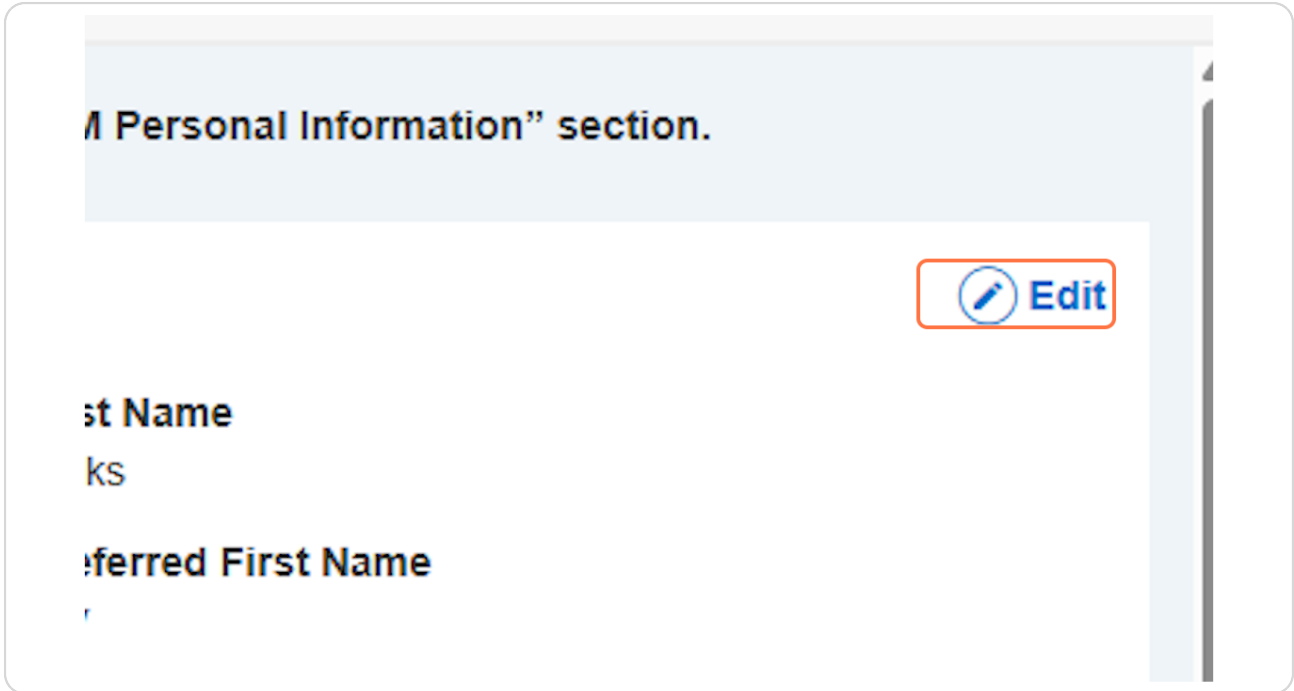
STEP 5

Once located, click on Preferred Name and Pronouns



STEP 6

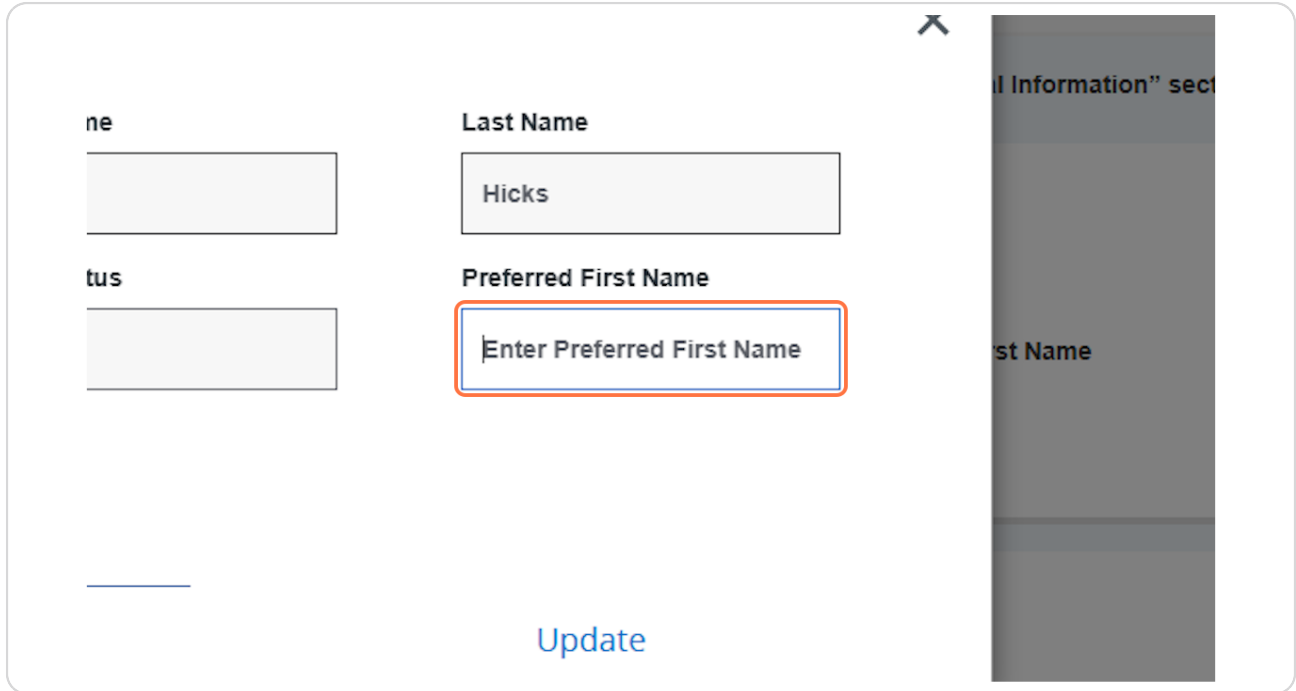
On the top right of the menu click Edit



STEP 7

If you do not have a preferred name, type the preferred name you wish to have on file which would include for Housing Mail Services.

This allows our desk staff to know preferred first names that may also be listed instead of legal first name on file with UCM.



The screenshot shows a user profile form with the following fields:

- ne**: A text input field.
- Last Name**: A text input field containing the value "Hicks".
- tus**: A text input field.
- Preferred First Name**: A text input field containing the placeholder text "Enter Preferred First Name". This field is highlighted with a red border.

At the bottom of the form is a blue **Update** button. On the right side, there is a vertical grey bar with the text "Information" sect" and "st Name".

STEP 8

Once entered, click Update - And You are all done!

The screenshot shows a form with several fields. At the top left, there is a dropdown menu for 'MARITAL STATUS' with 'Single' selected. To its right is a text input field for 'ENTERED FIRST NAME' containing 'Jay'. Below these is a large greyed-out area. A blue button with a white border and the text 'Update' is highlighted with a red rectangle. Below the button, there is a text field containing 'JXH46900@UCMO.EDU' and '(Not Updateable)'. At the bottom, there are four fields for contact information: 'Office Phone (UCM) (Primary)' with value '660 5434515', 'Mailing (Primary)' with value '573 2531738', 'Diploma Telephone (Primary)' with value '573 2531738', and 'Student Local/Current/Campus (Primary)' with value '573 2531738'.