

## HOW TO

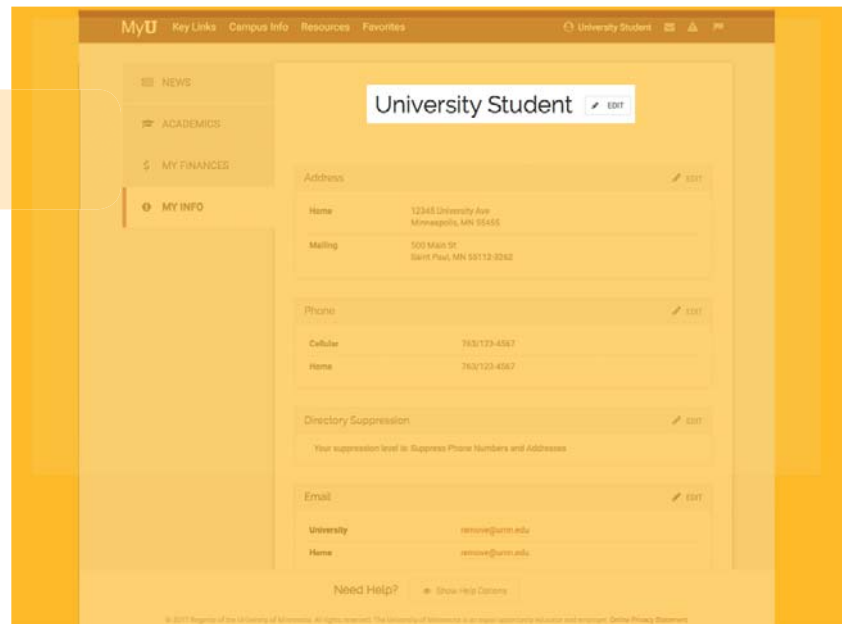
# SET A PREFERRED NAME OR DEGREE NAME



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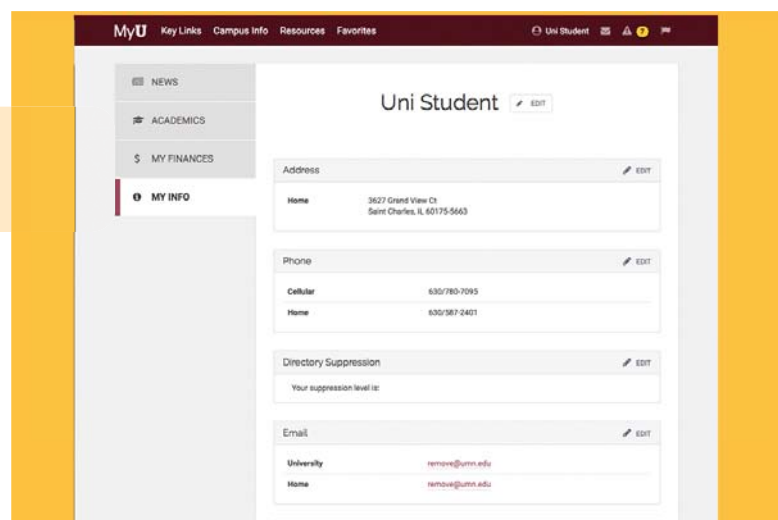
1. Log into **MyU**.
2. Select the **My Info** tab.
3. Select the appropriate term.

4. Click the pencil icon next to your name in the main heading.



5. Click the **Add a New Name** button within the lightbox.
6. Select the name type you would like to set.
7. Enter the name as you would like it to appear. Click the **Save** button.

8. You will see the change within MyU.



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