University of Wisconsin System

Personal Details – Preferred Name

You can provide a preferred first name through Self-Service. To do so, navigate through the Portal to the Name page as described below.

While the name you supply will not display for you to see, it may be pulled out of HRS to appear in employee directories or organizational charts for your work area.
NOTE: Your tax records will not display a preferred name you provide; they will have your legal, official first name.

Change Preferred Name

1. Navigate to your Portal.
    - My UW System portal at https://my.wisconsin.edu/ for all campuses except UW-Madison
    - My UW Madison portal at https://my.wisc.edu/ for UW-Madison employees

2. Click the **Personal Information** Tile.

3. Click the **Update My Personal Information** hyperlink, found near the bottom of the screen.

4. Select **Name** on the left sidebar.

5. Click on the name bar that appears in the middle of the screen.

6. In the Name dialog box that appears, enter a preferred name in the "Preferred First Name" field.
    NOTE: You may also choose to edit the "Change As Of" and "Name Prefix" fields.

7. Click **Save** in the upper right of the Name dialog box.