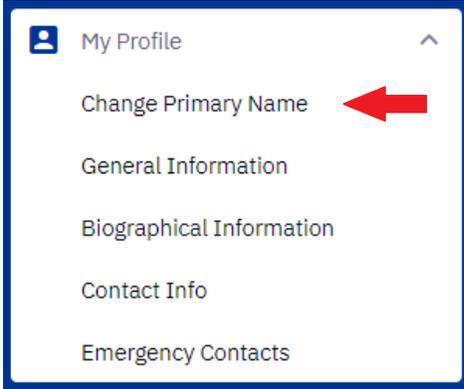# Changing Primary/Legal Name in Peoplesoft CX

1. Log in to Peoplesoft/HighpointCX Dashboard through the my.Pitt task.

2. Select Change Primary Name from the My Profile menu block.

3. Fill in your full legal name in the Change Name section as it should appear on your official records. The First and Last name must match your Documentation exactly. You may omit or initialize any middle name.

You must include a photo of a government or court issued document (e.g. passport, birth certificate, marriage certificate, divorce decree) confirming your legal name.

4. Click Submit.