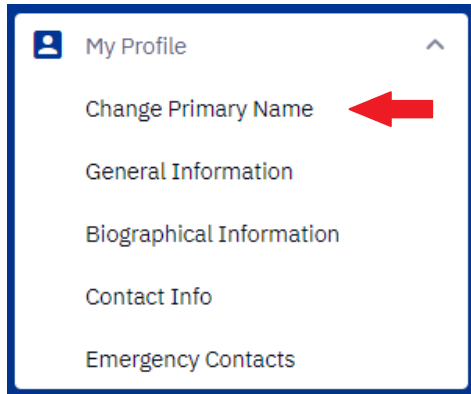


Changing Primary/Legal Name in Peoplesoft CX

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.

Change PrimaryName

Student ID: 0000000

Name Type: Primary

Current Name

First Name: Sample

Middle Name: A.

Last Name: Student

Name Suffix:

Change Name

First Name:

Middle Name:

Last Name:

Name Suffix:

Documentation

Upload Attachment File:

Upload Attachment File:

Upload Attachment File:

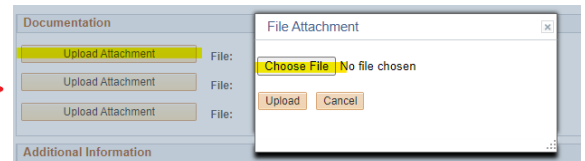
Additional Information

You may update the Name Prefix on your student record, but it does not appear on your official University transcript, or diploma.

Any name change requires documentation, such as a copy of a marriage license, birth certificate, court order, or divorce decree. Copies of Social Security cards are also accepted, however a second form of ID such as a driver's license or passport also showing the new name is required.

Submit

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.