How to Update your preferred name in e-Services

Update your Preferred Name in E-Service. You have the ability to update your preferred name in the Account Management section of E-Services. Click on Account Management and then select Name and Address Info.

1. Click on Account Management
   - Student e-services
     - Dashboard
     - Home
     - Account Management

2. Click on Names and
   - Student e-services
     - Dashboard
     - Home
     - Account Management
     - Name and Address Info

3. Click on Edit under Preferred Name
   - Name Maintenance
     - Preferred Name: Jamie Smith
   - Address Maintenance
     - Select "view" or "edit" for an address type
     - Permanent

4. Type in Preferred Name and click Change Preferred Name
   - Change Preferred Name
     - Fields marked with * are required.
     - First Name: Jamie
     - Middle Name:
     - Last Name: Smith
     - Change Preferred Name
     - Delete
How are preferred names used at Dakota County Technical College

Setting your Preferred Name allow for DCTC to list your preferred names on class lists and non-legal documents. We believe our students should be allowed be who they are on our campus while working towards the career of their dreams.