Preferred/Lived Names FAQs


What is a Student Preferred/Lived Name?

UC Riverside recognizes that many of its students use a name other than their legal name. As long as the use of a preferred/lived name is not for the purpose of misrepresentation, the university acknowledges that a preferred/lived name should be used whenever possible in the course of university business and education.

Use of the legal name is necessitated for some university business and therefore, is always maintained in the Student Information System. Utilizing a preferred/lived name is optional and the University reserves the right to remove a preferred/lived name if it contains inappropriate or offensive language, or is being used for misrepresentation.

How does UCR use a student Preferred/Lived Name?

Students may opt to go by a preferred/lived name that is different from their legal first name and/or middle name by logging into R’Web and clicking on the Personal Information icon to modify their student information record (for step by step process, click here). This name will appear instead of legal name in R’Web, iEval, the faculty grade rosters in iGrade, and for departmental reporting purposes.

For iLearn, students may follow these instructions, to update their name.

For Zoom, students may follow these instructions, to update their name.

Some records, such as paychecks or financial aid, that require use of a legal name, will not change to preferred/lived name. Your legal name also is used on official transcripts and on your diploma.

How do I set my Preferred/Lived Name?

Visit R’Web and click on the Personal Information icon to modify your Preferred First Name and/or Middle Name (for step by step process, click here). Please keep in mind that anyone who has access to your self-service through the user authorization functionality will see your preferred/lived name.

How do I get an updated R’Card?

You may visit the Card Office to obtain a new R’Card displaying your preferred/lived name 48 hours after you modify your preferred/lived name using R’Web.

- You must complete a Replacement Form at the Card Office.
- You will be charged the standard fee for a replacement card.
- Card Office staff will use your Student ID Number, Date of Birth, and
Preferred/Lived First &/Middle Name and Legal Last Name to verify your identity.

- Remember to update your photo before visiting the Card Office if your appearance has changed, by visiting myphoto.ucr.edu and uploading a new image.

Can I change my UCR email address?

Once you have updated your preferred/lived name in R'Web, you can now choose which email address to send email from. Visit this article for instructions.

The UCR online Directory will display your legal name and your R'Mail address using the preferred/lived name if you have one. Every student has the option of not displaying their information in the UCR Campus Directory. To opt out of the UCR Campus Directory, log in to R'Web and click on the Authorization & Privacy Icon.

How do I correct or change my legal name for university systems?

For instructions on how to legally change your name on your student record go to the Registrar’s website.