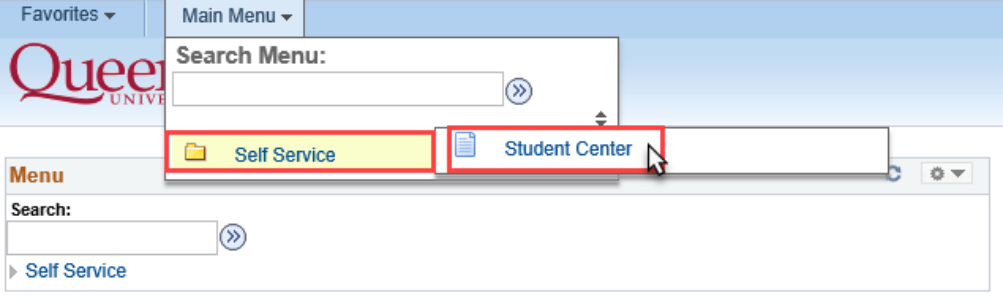
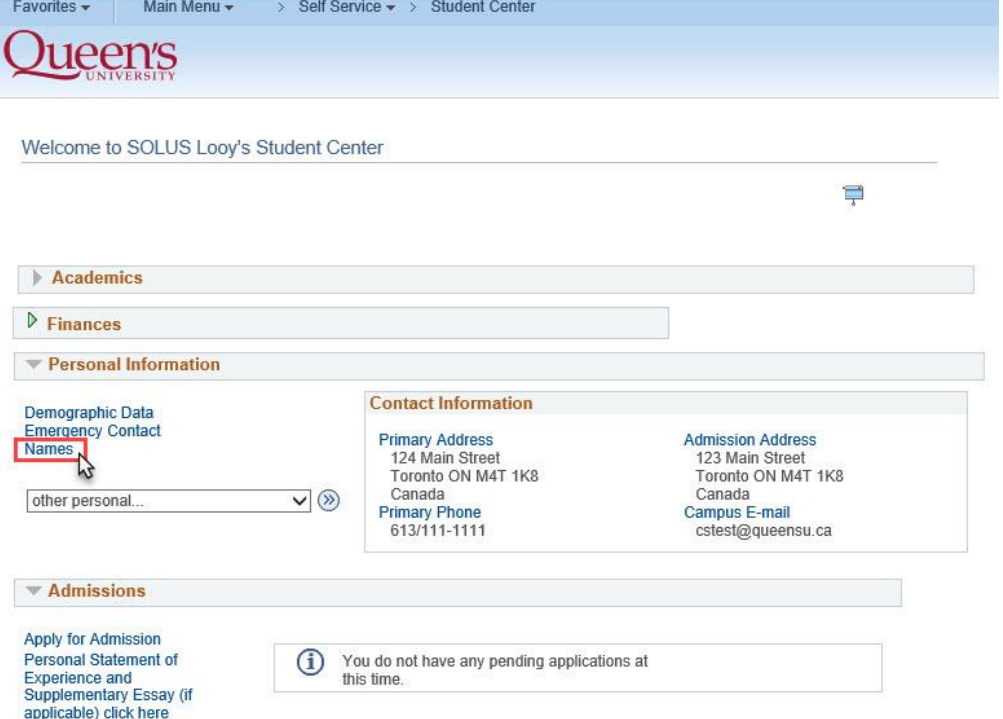
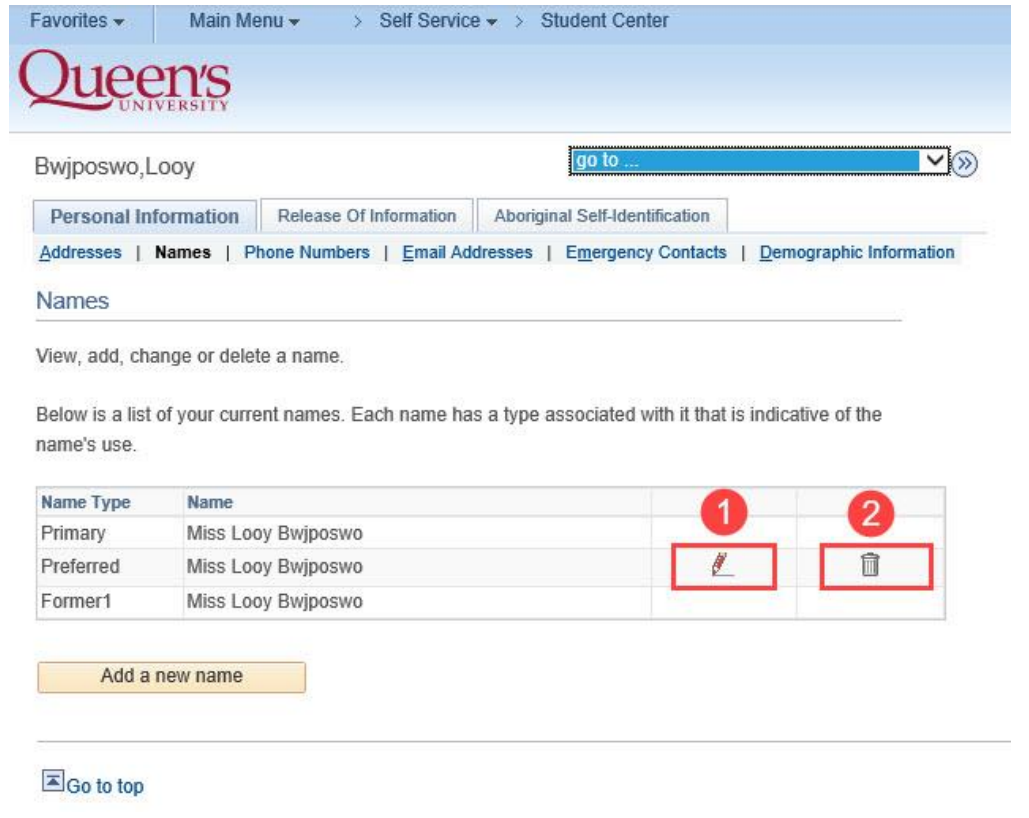






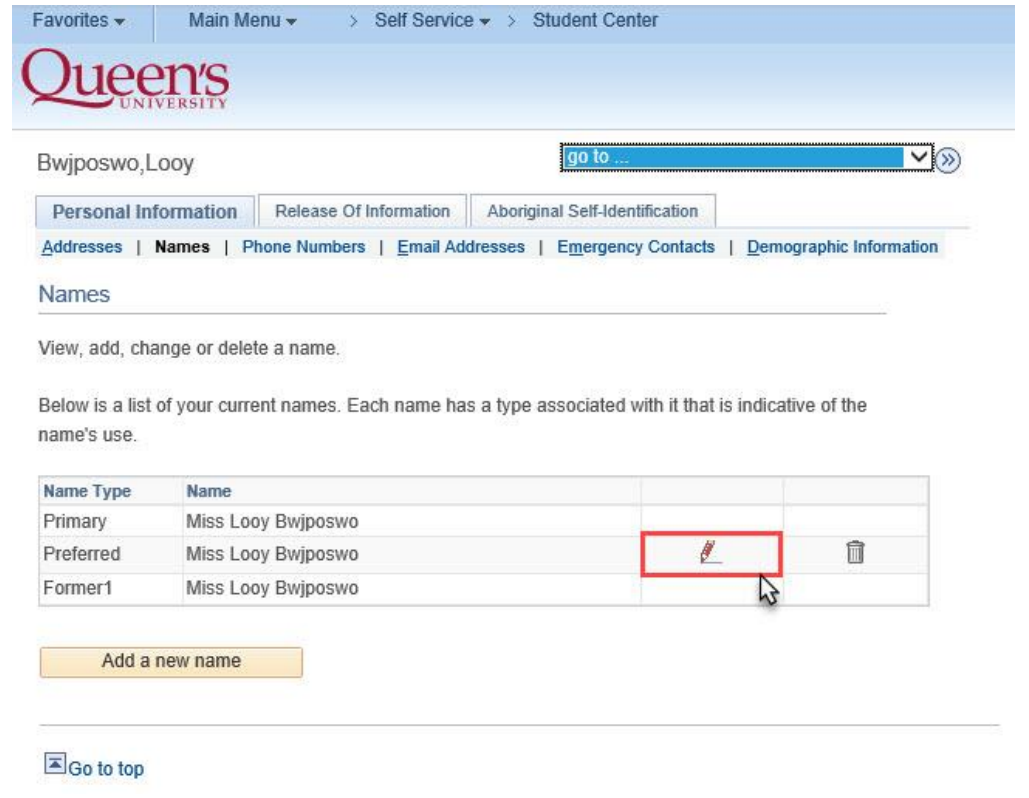






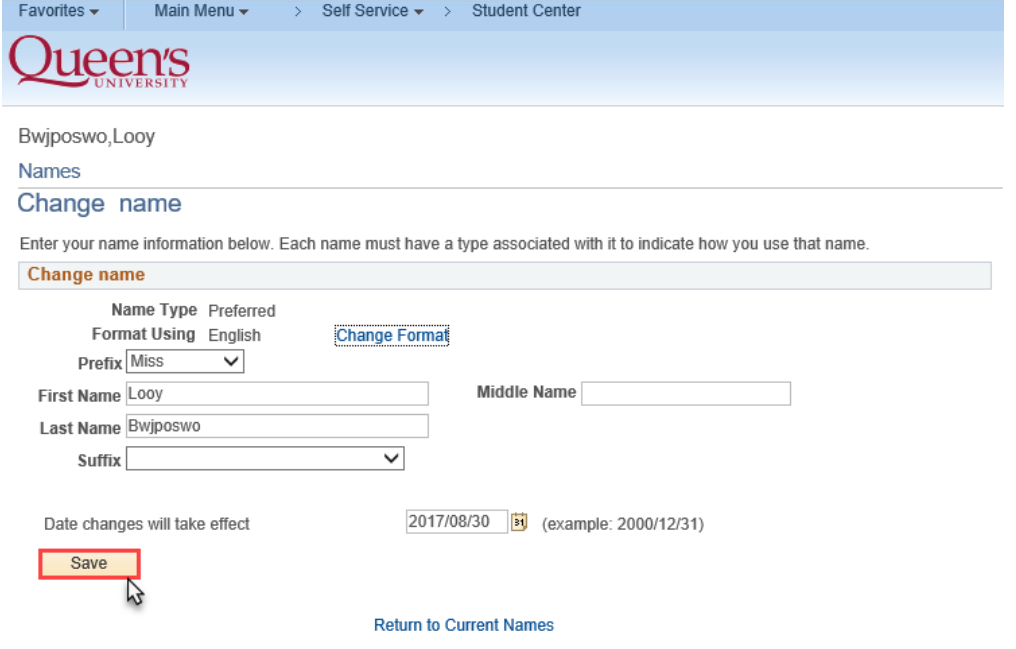
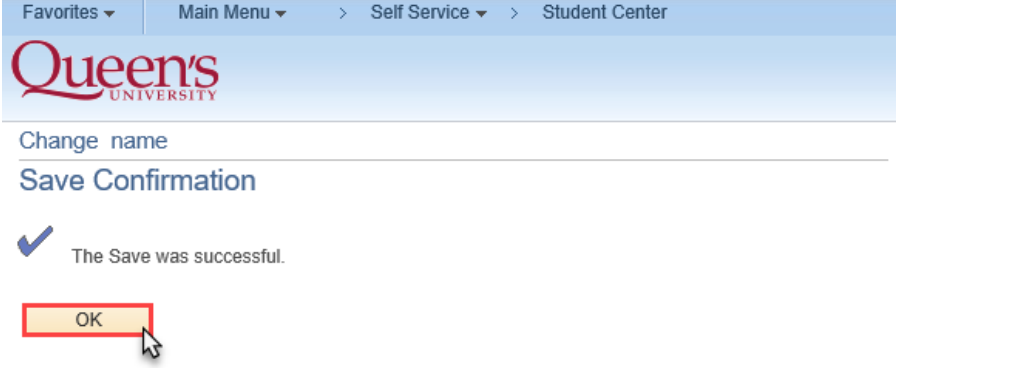

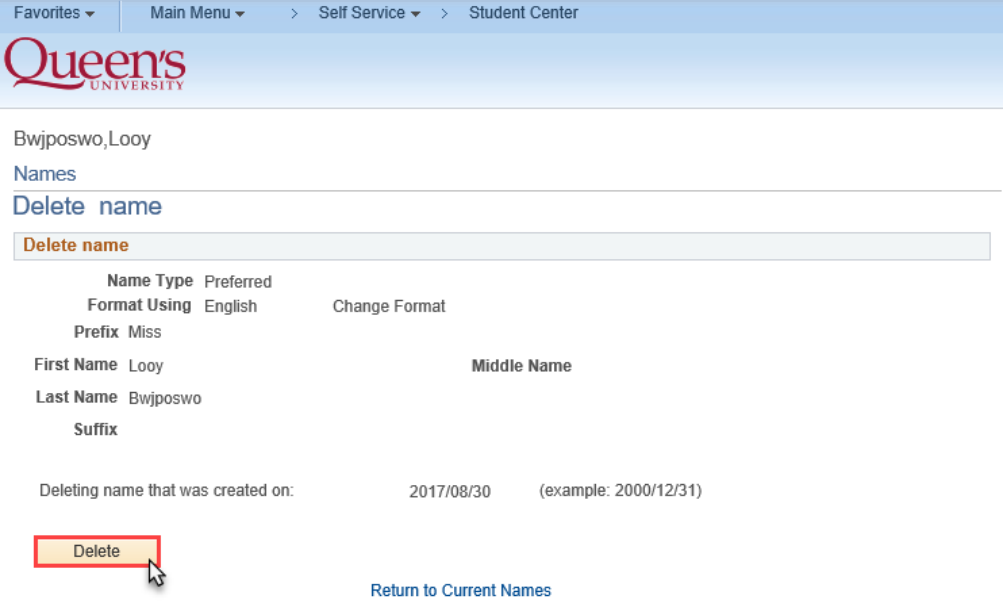
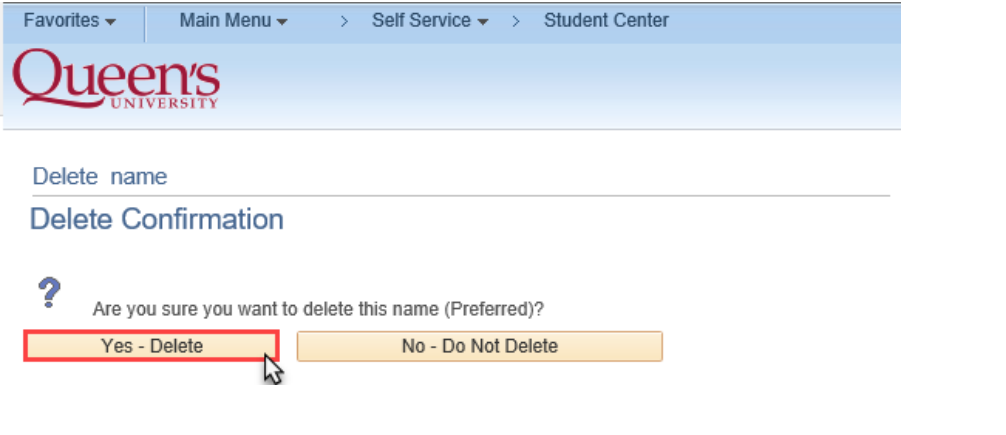
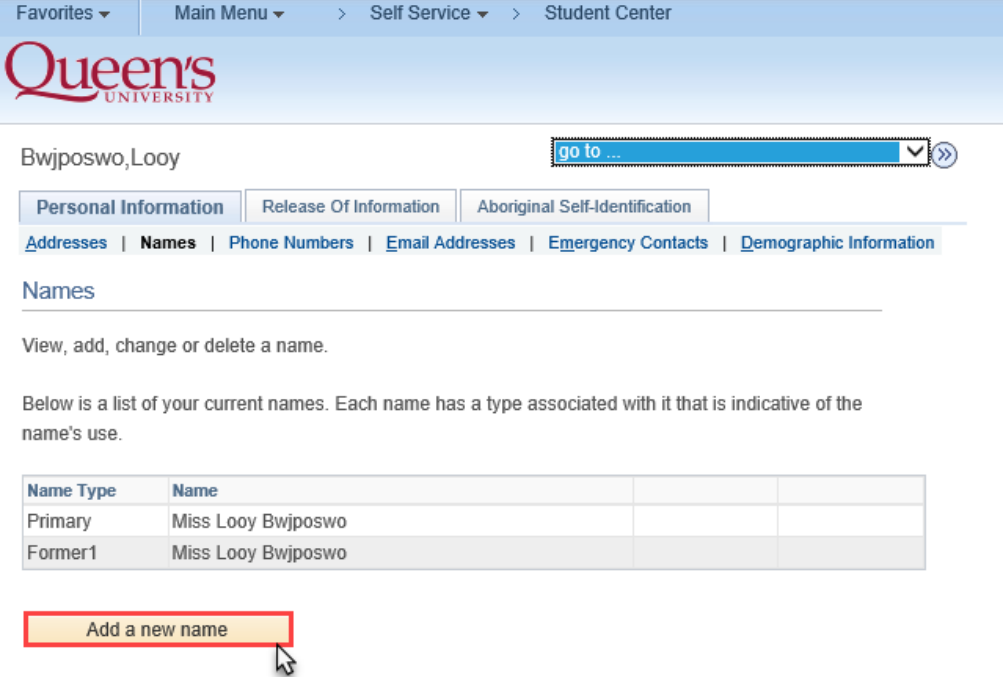


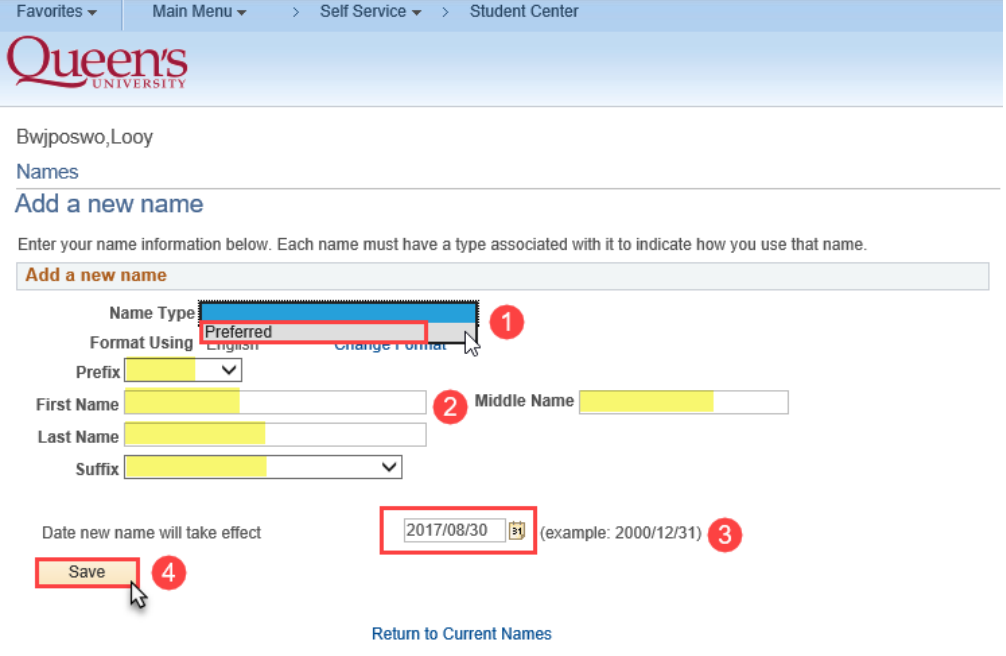
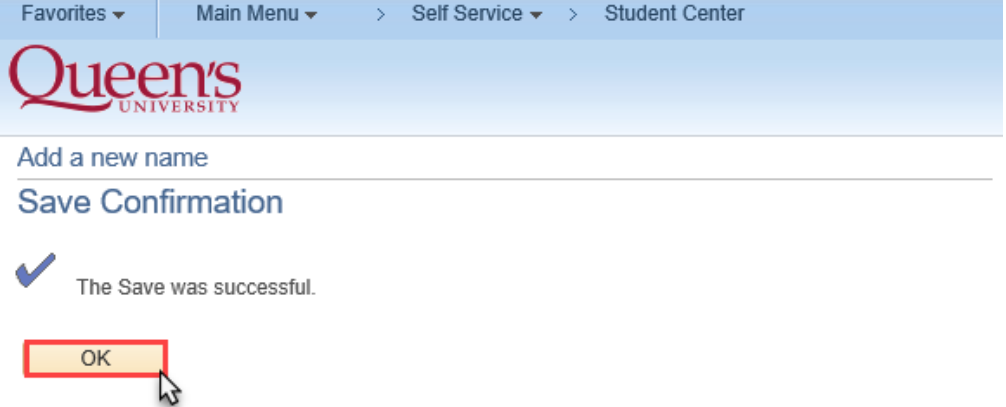
## PERSONAL INFORMATION – Names

Processing Steps	Screenshots
<p><b>Step 1:</b></p> <p>Access the main page of SOLUS via the following navigation:</p> <p><b>Main Menu &gt; Self Service &gt; Student Center</b></p>	
<p><b>Step 2:</b></p> <p>On the main page of SOLUS scroll down to the <b>Personal Information</b> section.</p> <p>Click on the <b>Names</b> link.</p>	

Processing Steps	Screenshots																
<p><b>Step 3:</b></p> <p>On the <b>Names</b> page, you can:</p> <ol style="list-style-type: none"> <li>1. <b>Edit</b> your <b>Preferred Name</b> by clicking the <b>Edit</b> icon.</li> <li>2. Add a new <b>Preferred Name</b> by clicking the <b>Delete</b> icon.</li> </ol>	 <p>Names</p> <p>View, add, change or delete a name.</p> <p>Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.</p> <table border="1"> <thead> <tr> <th>Name Type</th> <th>Name</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td>Miss Looy Bwijposwo</td> <td></td> <td></td> </tr> <tr> <td>Preferred</td> <td>Miss Looy Bwijposwo</td> <td></td> <td></td> </tr> <tr> <td>Former1</td> <td>Miss Looy Bwijposwo</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add a new name</p> <p><a href="#">Go to top</a></p>	Name Type	Name			Primary	Miss Looy Bwijposwo			Preferred	Miss Looy Bwijposwo			Former1	Miss Looy Bwijposwo		
Name Type	Name																
Primary	Miss Looy Bwijposwo																
Preferred	Miss Looy Bwijposwo																
Former1	Miss Looy Bwijposwo																
<p><b>Step 4:</b></p> <p>To <b>Edit</b> your <b>Preferred Name</b>, click the <b>Edit</b> icon.</p>	 <p>Names</p> <p>View, add, change or delete a name.</p> <p>Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.</p> <table border="1"> <thead> <tr> <th>Name Type</th> <th>Name</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td>Miss Looy Bwijposwo</td> <td></td> <td></td> </tr> <tr> <td>Preferred</td> <td>Miss Looy Bwijposwo</td> <td></td> <td></td> </tr> <tr> <td>Former1</td> <td>Miss Looy Bwijposwo</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add a new name</p> <p><a href="#">Go to top</a></p>	Name Type	Name			Primary	Miss Looy Bwijposwo			Preferred	Miss Looy Bwijposwo			Former1	Miss Looy Bwijposwo		
Name Type	Name																
Primary	Miss Looy Bwijposwo																
Preferred	Miss Looy Bwijposwo																
Former1	Miss Looy Bwijposwo																

Processing Steps	Screenshots																
<p><b>Step 5:</b></p> <p>After clicking the <b>Edit</b> icon, make your changes to your <b>Preferred Name</b>.</p> <p>Click the <b>Save</b> button.</p>	 <p>Favorites ▾ Main Menu ▾ &gt; Self Service ▾ &gt; Student Center</p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo,Looy</p> <p>Names</p> <p>Change name</p> <p>Enter your name information below. Each name must have a type associated with it to indicate how you use that name.</p> <p>Change name</p> <p>Name Type Preferred</p> <p>Format Using English <a href="#">Change Format</a></p> <p>Prefix Miss ▾</p> <p>First Name Looy Middle Name</p> <p>Last Name Bwjposwo</p> <p>Suffix ▾</p> <p>Date changes will take effect 2017/08/30 <sup>BT</sup> (example: 2000/12/31)</p> <p>Save</p> <p><a href="#">Return to Current Names</a></p>																
<p><b>Step 6:</b></p> <p>Click the <b>OK</b> button to confirm your changes.</p>	 <p>Favorites ▾ Main Menu ▾ &gt; Self Service ▾ &gt; Student Center</p> <p>Queen's UNIVERSITY</p> <p>Change name</p> <p>Save Confirmation</p> <p>✓ The Save was successful.</p> <p>OK</p>																
<p><b>Step 7:</b></p> <p>To <b>Add a new name</b>, you must delete the current <b>Preferred Name</b>.</p> <p>Click the <b>Delete</b> icon.</p>	 <p>Favorites ▾ Main Menu ▾ &gt; Self Service ▾ &gt; Student Center</p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo,Looy <a href="#">go to ...</a> ▾ &gt;&gt;</p> <p>Personal Information   Release Of Information   Aboriginal Self-Identification</p> <p><a href="#">Addresses</a>   <b>Names</b>   <a href="#">Phone Numbers</a>   <a href="#">Email Addresses</a>   <a href="#">Emergency Contacts</a>   <a href="#">Demographic Information</a></p> <p>Names</p> <p>View, add, change or delete a name.</p> <p>Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.</p> <table border="1"> <thead> <tr> <th>Name Type</th> <th>Name</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td>Miss Looy Bwjposwo</td> <td></td> <td></td> </tr> <tr> <td>Preferred</td> <td>Miss Looy Bwjposwo</td> <td></td> <td></td> </tr> <tr> <td>Former1</td> <td>Miss Looy Bwjposwo</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add a new name</p>	Name Type	Name			Primary	Miss Looy Bwjposwo			Preferred	Miss Looy Bwjposwo			Former1	Miss Looy Bwjposwo		
Name Type	Name																
Primary	Miss Looy Bwjposwo																
Preferred	Miss Looy Bwjposwo																
Former1	Miss Looy Bwjposwo																

Processing Steps	Screenshots						
<p><b>Step 8:</b></p> <p>After clicking the <b>Delete</b> icon, the <b>Delete name</b> page displays.</p> <p>To continue, click the <b>Delete</b> icon.</p>	 <p>Favorites ▾ Main Menu ▾ &gt; Self Service ▾ &gt; Student Center</p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo,Looy</p> <p>Names</p> <p>Delete name</p> <p>Delete name</p> <p>Name Type Preferred Format Using English Change Format Prefix Miss First Name Looy Middle Name Last Name Bwjposwo Suffix</p> <p>Deleting name that was created on: 2017/08/30 (example: 2000/12/31)</p> <p>Delete</p> <p>Return to Current Names</p>						
<p><b>Step 9:</b></p> <p>A <b>Delete Confirmation</b> page will display.</p> <p>To go back, click the <b>No – Do Not Delete</b> button.</p> <p>To confirm that you are sure that you want to delete this <b>Preferred Name</b>, click the <b>Yes - Delete</b> button.</p>	 <p>Favorites ▾ Main Menu ▾ &gt; Self Service ▾ &gt; Student Center</p> <p>Queen's UNIVERSITY</p> <p>Delete name</p> <p>Delete Confirmation</p> <p>? Are you sure you want to delete this name (Preferred)?</p> <p>Yes - Delete No - Do Not Delete</p>						
<p><b>Step 10:</b></p> <p>Click the <b>Add a new name</b> button.</p>	 <p>Favorites ▾ Main Menu ▾ &gt; Self Service ▾ &gt; Student Center</p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo,Looy</p> <p>go to ...</p> <p>Personal Information Release Of Information Aboriginal Self-Identification</p> <p>Addresses   Names   Phone Numbers   Email Addresses   Emergency Contacts   Demographic Information</p> <p>Names</p> <p>View, add, change or delete a name.</p> <p>Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.</p> <table border="1"> <thead> <tr> <th>Name Type</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td>Miss Looy Bwjposwo</td> </tr> <tr> <td>Former1</td> <td>Miss Looy Bwjposwo</td> </tr> </tbody> </table> <p>Add a new name</p>	Name Type	Name	Primary	Miss Looy Bwjposwo	Former1	Miss Looy Bwjposwo
Name Type	Name						
Primary	Miss Looy Bwjposwo						
Former1	Miss Looy Bwjposwo						

Processing Steps	Screenshots
<p><b>Step 11:</b></p> <ol style="list-style-type: none"> <li>1. Select <b>Preferred</b> in the <b>Name Type</b> field.</li> <li>2. Fill in the <b>Name</b> fields.</li> <li>3. Select the date that you would like the name change to take effect by entering the date in the <b>Date</b> field or by using the <b>Calendar</b> icon.</li> <li>4. Click the <b>Save</b> button.</li> </ol>	 <p>Favorites ▾ Main Menu ▾ &gt; Self Service ▾ &gt; Student Center</p> <p><b>Queen's</b> UNIVERSITY</p> <p>Bwjposwo,Looy</p> <p>Names</p> <p><a href="#">Add a new name</a></p> <p>Enter your name information below. Each name must have a type associated with it to indicate how you use that name.</p> <p><b>Add a new name</b></p> <p>Name Type: Preferred <span>1</span>      Format Using: English <a href="#">Change Format</a>      Prefix: ▾      First Name: <input type="text"/> <span>2</span> Middle Name: <input type="text"/>      Last Name: <input type="text"/>      Suffix: ▾</p> <p>Date new name will take effect: 2017/08/30 <span>3</span> (example: 2000/12/31)  <a href="#">Save</a> <span>4</span></p> <p><a href="#">Return to Current Names</a></p>
<p><b>Step 12:</b></p> <p>On the <b>Save Confirmation</b> page, click the <b>OK</b> button.</p>	 <p>Favorites ▾ Main Menu ▾ &gt; Self Service ▾ &gt; Student Center</p> <p><b>Queen's</b> UNIVERSITY</p> <p><a href="#">Add a new name</a></p> <p><b>Save Confirmation</b></p> <p>✓ The Save was successful.</p> <p><a href="#">OK</a></p>