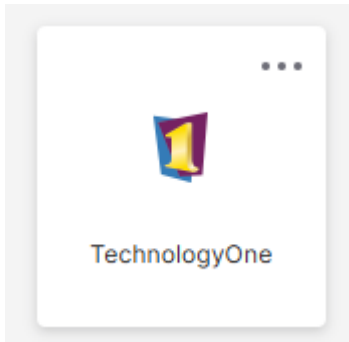
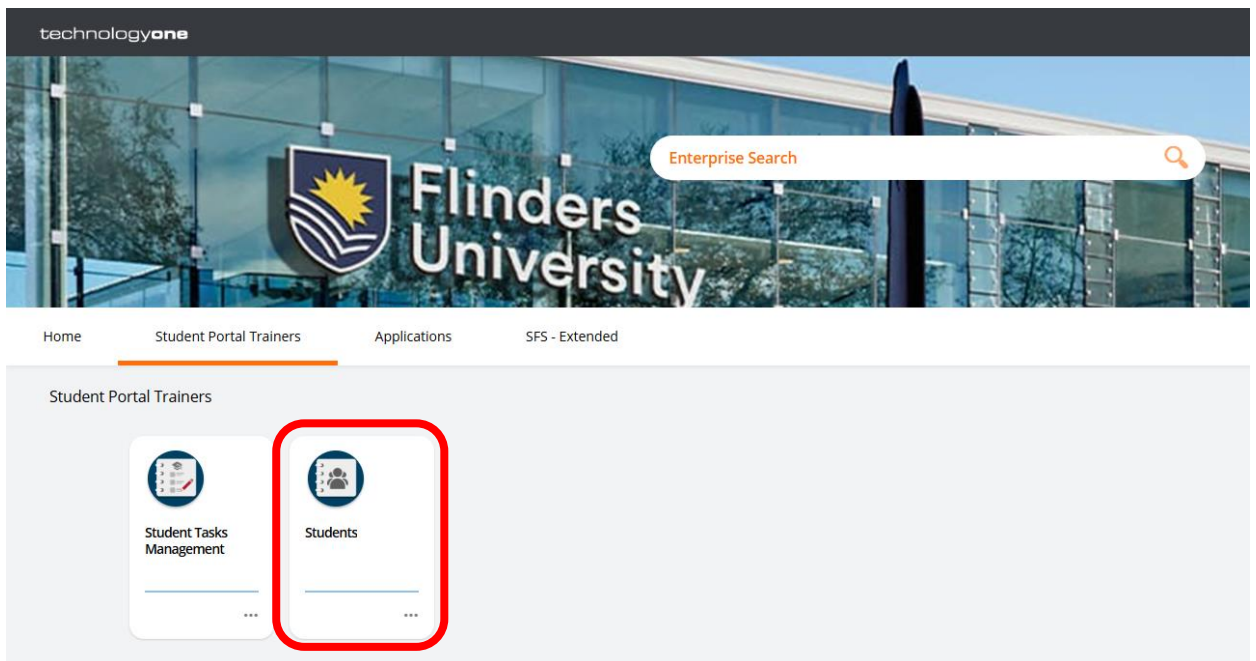


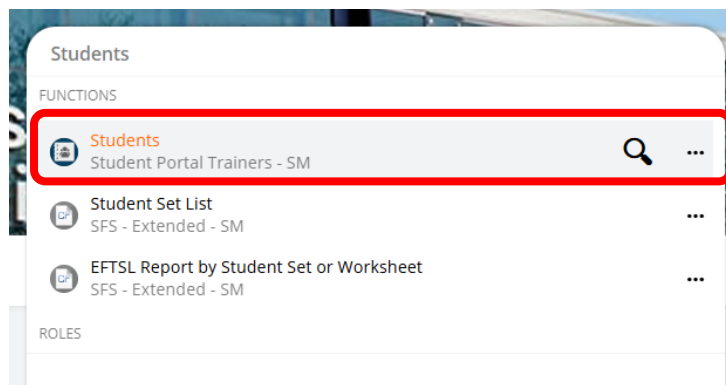
Navigate to CiA by selecting TechnologyOne on Okta.



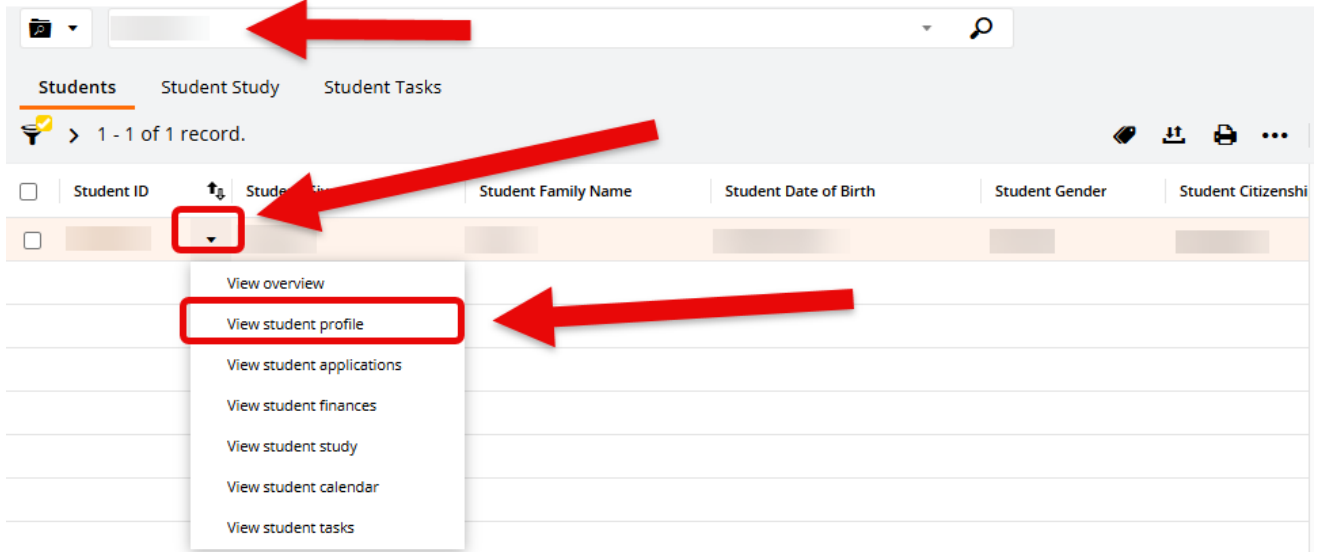
Select the "Students" tile.



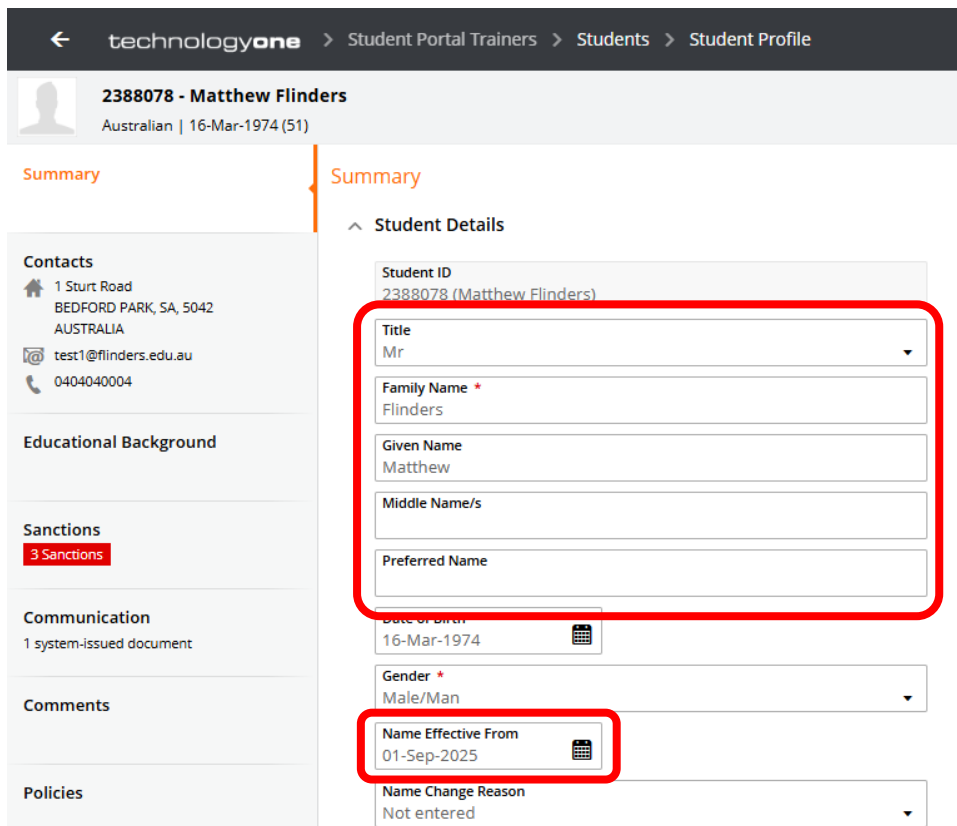
Note: the "Students" tile may appear in an alternate section depending on your access. The Enterprise search can also be used to find the tile and added to Home by clicking the "...".



Search for the student using their student ID in the top search bar. Once student record is loaded, click the downwards arrow to the right of the student ID and select 'View student profile'.



Update the name and relevant details per business process including 'Name Effective From' date and 'Name Change Reason'



How to change a formal name in CiA



Select the 'Save' button in the top right-hand corner of the screen.

A screenshot of the 'technologyone' Student Portal Trainers interface. The page title is 'Student Profile' for '2388078 - Matthew Flinders'. The page is divided into sections: 'Summary', 'Contacts', 'Educational Background', and 'Student Details'. The 'Student Details' section contains fields for 'Student ID', 'Title', 'Family Name', and 'Given Name'. A red box highlights the 'Save' button in the top right corner of the page header.

After you save, a green 'Saved' badge appears in the top-right of the page header, confirming your changes.

A screenshot of the 'technologyone' Student Portal Trainers interface, showing the 'Student Profile' page after a save action. The page title is 'Student Profile' for '2388078 - Matthew Flinders'. A green 'Saved' badge is visible in the top right corner of the page header, highlighted with a red box. The 'Student Details' section is visible below the header.