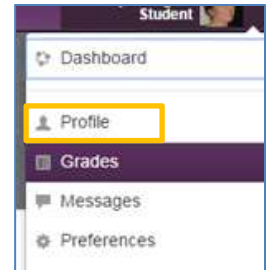# Instructions for using the Alternate name and Middle name profile fields

A number of students have asked for a way to have their display name in webCampus more accurately reflect the name they would like to be called. Because we identify users by their legal name (the one that appears on their official transcript) and cannot change that, we have activated a feature in Moodle that allows for the addition of an "Alternate name" and/or a "Middle name." This will allow some flexibility for student names. These additional fields can be entered in the user profile.

You can access your **Profile** from your Profile menu in the top right corner and select **Edit Profile** from the User details page.

The *Alternate name* and *Middle name* fields will display below the *Last name* field.

As currently entered, the user's name displays as **William Smith**.

If "Bill" is added in the *Alternate name* field, the user's name will display as **Bill William Smith**.

If "Bill" is added to the *Middle name* field, the user's name will display as **William Bill Smith**.

Instructions for using the Alternate name and Middle name profile fields

Put the name in parenthesis to have it stand out. This is an accepted way to display the name the user wishes to be called - **William (Bill) Smith**.

Field	Value
First name*	William
Last name*	Smith
Alternate name	
Middle name	(Bill)

Though not perfect, using the *Alternative* or *Middle* name fields can provide some additional flexibility for students whose official names in UWS systems do not reflect the names by which they are known. It is recommended that one or the other be used, if necessary, to create a more accurate display name.