

## Updating your Preferred Name in EIS

Login to your EIS Portal - my.hsc.unt.edu



Personalize
Homepage Help

<div style="border: 1px solid blue; padding: 5px;"> <p><b>Signon</b></p> <p>User ID: <input type="text" value="arandolp"/></p> <p>Password: <input type="password" value="....."/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>login help</b></p> <p> <b>Need help?</b></p> <p>Are you a prospective student or applicant? Click here to manage your <a href="#">EUID</a> or <a href="#">password</a>.</p> <p>Are you a current student, faculty/staff? Click here to manage your HSC account via the <a href="#">HSC Password Portal</a></p> <p>If you need help getting started, the HSC accounts administrator is available 8:00 AM to 5:00 PM, Monday through Friday. Just call 817.735. 2231 or email</p> </div>	<div style="border: 1px solid blue; padding: 5px;"> <p><b>HSC Admissions</b></p> <div style="border-bottom: 1px solid blue; padding: 5px;"> <p> <b>D.O. Secondary Application</b>  Online Secondary Application Form and Print version of Instructions.  <a href="#">Printable Instructions (Flash)</a>  <a href="#">D.O. Secondary Application</a></p> </div> <div style="border-bottom: 1px solid blue; padding: 5px;"> <p> <b>PA Secondary Application</b>  Online Secondary Application Form  <a href="#">Secondary Application</a></p> </div> <div style="border-bottom: 1px solid blue; padding: 5px;"> <p> <b>GSBS Admissions Application</b>  Graduate School of Biomedical Sciences Application  <a href="#">Apply for Admission Online</a>  <a href="#">App Instructions (printable)</a></p> </div> <div style="border-bottom: 1px solid blue; padding: 5px;"> <p> <b>SPH Admissions Application</b>  School of Public Health Admissions Application  <a href="#">SPH Admissions Application</a></p> </div> <div style="padding: 5px;"> <p> <b>DPT Admissions Application</b>  Doctor of Physical Therapy (DPT) Application</p> </div> </div>	<div style="border: 1px solid blue; padding: 5px;"> <p><b>TCOM Information</b></p> <p> <b>Texas College of Osteopathic Medicine</b>  Information about the medical curriculum and admission processes.</p> <ul style="list-style-type: none"> <li><a href="#">Overview</a></li> <li><a href="#">About TCOM</a></li> <li><a href="#">Dean Don Peska</a></li> <li><a href="#">TCOM in the News</a></li> <li><a href="#">Osteopathic Medicine</a></li> <li><a href="#">Admissions and Outreach</a></li> <li><a href="#">Departments</a></li> <li><a href="#">Curriculum Outline</a></li> <li><a href="#">Rural Medicine Curriculum</a></li> <li><a href="#">Academic Calendar</a></li> <li><a href="#">Clinical Education</a></li> <li><a href="#">Careers in Medicine</a></li> <li><a href="#">Residency 101</a></li> <li><a href="#">Texas OPTI</a></li> <li><a href="#">TCOM Academic Catalog</a></li> <li><a href="#">Conclave 2006</a></li> <li><a href="#">Conclave 2006 Results</a></li> <li><a href="#">Video History</a></li> <li><a href="#">Contact Us</a></li> </ul> </div>
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**Go to your Student Tab**

[My Page](#)
[SPH Students](#)
[GSBS Students](#)
[HSC Administration](#)
[HSC Admissions](#)
[DO / PA Students](#)
[HSC Faculty](#)

Personalize Content Layout

**Enterprise Menu**

- DPT Applicant Information
- Financial Aid - HSC
- Student
- Admissions
- Academics
- DO Student Information
- Human Resources
- HSC Student Services
- GSBS Education
- Public Health Education
- School of Public Health
- TCOM Applicant Information
- PASP Applicant Information
- EIS
- Reporting Tools
- PeopleTools
  - [myUNT](#)
  - [My To Do List](#)
  - [Eaglemail](#)
  - [Maps, Parking & Transportation](#)
  - [Outlook Web Access](#)
  - [HSC Groupwise WEB](#)
  - [Select a Theme](#)
  - [Calendars & Events](#)
  - [MyHelp](#)
  - [Registration Calendar](#)
  - [My Account Sign On](#)
  - [My Instant Messaging](#)
  - [My Dictionary](#)



**Red ALERT!**

Verify or update your contact information to receive Red Alert messages

**Stay informed of emergencies affecting the UNT Health Science Center.**

**UNTHSC News**



UNT board approves next steps in conferring MD degree

The University of North Texas System Board of Regents today voted to move forward in its intent to offer an MD degree at the University of North Texas Health Science Center. This second medical degree would be separate from and in addition to the DO degree which currently is conferred through the Texas College of Osteopathic Medicine (TCOM) at the UNT Health Science Center.



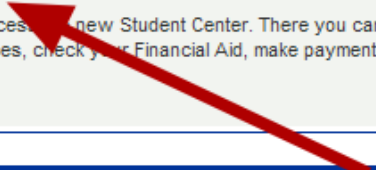
UNTHSC hosts conference on

**Go to the Student Center**

[GSBS Students](#) | [HSC Administration](#) | [HSC Admissions](#) | [DO / PA Students](#) | [HSC Faculty](#) | [HSC Home](#)

[My Links](#)

	<p><b>Student Information</b></p> <p><a href="#">My To Do List</a></p> <p><a href="#">Student Center</a> Use this link to access the new Student Center. There you can Register for Classes, check your Financial Aid, make payments, and much more.</p> <p><b>Financial Aid - HSC</b></p> <p>★ <a href="#">Scholarship Application - HSC</a></p> <p><b>DO Student Information</b></p> <p><a href="#">Rotation Schedule</a> Student's Clinical Rotation Schedule</p> <p><a href="#">Class Rank</a> Calculated Class Rank for DO students</p>	<p><b>Student Services</b></p> <p><a href="#">Division of Student Affairs</a> Student Affairs Homepage provides an overview and a variety of online forms.</p> <p><a href="#">Financial Aid</a> Information about financial aid available to UNT</p> <p><a href="#">Housing Opportunities</a> Bulletin Board for available rentals and roomm</p> <p><a href="#">Student Policy Handbook</a> Reference for students on policies and proced</p> <p><a href="#">Student Organizations</a> Complete listing of student organizations.</p> <p><a href="#">Educational Support</a> General information about departments and fac educational functions at UNTHSC.</p> <p><a href="#">Student Health</a> Information about student health policies, health and on-campus healthcare.</p>
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Click the "Names" link under Personal Information

**Finances and Financial Aid**

**My Account**  
[Account Inquiry](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

other financial... [dropdown] [arrow]

**Account Summary**

**You owe 3,234.75.**

- Due Now 3,234.75
- Future Due 0.00

**\*\* You have a past due balance of 3,234.75. \*\***


Currency used is US Dollar.

[make a payment ▶](#)

Need final transcript  
 Need final transcript  
 Professional Code of Conduct  
 Professional Code of Conduct  
 Statement of Goals  
 Student Data Sheet  
 Transcript  
 Transcript  
 Transcript

[details ▶](#)

**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#) ←   
[User Preferences](#)

other personal... [dropdown] [arrow]

**Contact Information**

<p><a href="#">Home Address</a></p> <p>[Redacted]</p> <p>Tarrant</p> <p><a href="#">Main Phone number</a></p> <p>[Redacted]</p>	<p><a href="#">Mailing Address</a></p> <p>[Redacted]</p> <p>Tarrant</p> <p><a href="#">Campus Email</a></p> <p>[Redacted]</p>
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**Enrollment Dates**

[Open Enrollment Dates](#)

**Advisor**

**Program Advisor**

None Assigned

**Student Center Help**

[UNT Help Page](#)  
[UNTHSC Help Page](#)

**Admissions**

▲ Incomplete    
 ● Complete    
 ✓ Admitted

**My Applications**

* UNT Health Science Center	Master of Hlth Administra tion	Spr 2010	●
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**Application Status**

Click the "edit" button next to your existing Preferred Name

Polk, James K

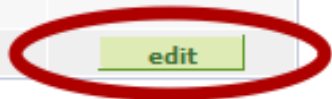
[Personal Information](#) | [Security](#) | [Credentials](#)  
[addresses](#) | [names](#) | [phone numbers](#) | [email addresses](#) | [emergency contacts](#) | [demographic information](#)

## Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name	
Primary	Mr James Polk	
Preferred	James Polk	<a href="#">edit</a>



[ADD A NEW NAME](#)

[Personal Information](#) | [Security](#) | [Credentials](#)

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#)

Update your Preferred Name and click the "Save" button

Polk,James K

Names


### Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

**Change name**

<b>Name Type:</b>	Preferred		
<b>Format Using:</b>	English <a href="#">Change Format</a>		
<b>Prefix:</b>	<input type="text" value="Mr"/>		
<b>First Name:</b>	<input type="text" value="Jimmy"/>	<b>Middle Name:</b>	<input type="text" value="K"/>
<b>Last Name:</b>	<input type="text" value="Polk"/>		
<b>Suffix:</b>	<input type="text"/>		

Date changes will take effect



(example: 12/31/2000)

**SAVE**

[Return to Current Names](#)

Click "OK"

### Change name

### Save Confirmation



The Save was successful.



### Information concerning Name Changes

1. You may only edit your preferred name type in EIS.
2. To change your primary name, you must complete the Request to Change Student Record Information form and provide all necessary documentation to the Office of the Registrar.



Questions? E-mail us at [Registrar@hsc.unt.edu](mailto:Registrar@hsc.unt.edu) or call us at (817) 735-2201.