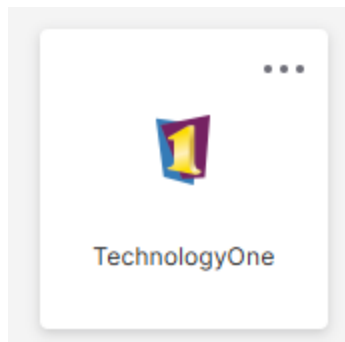
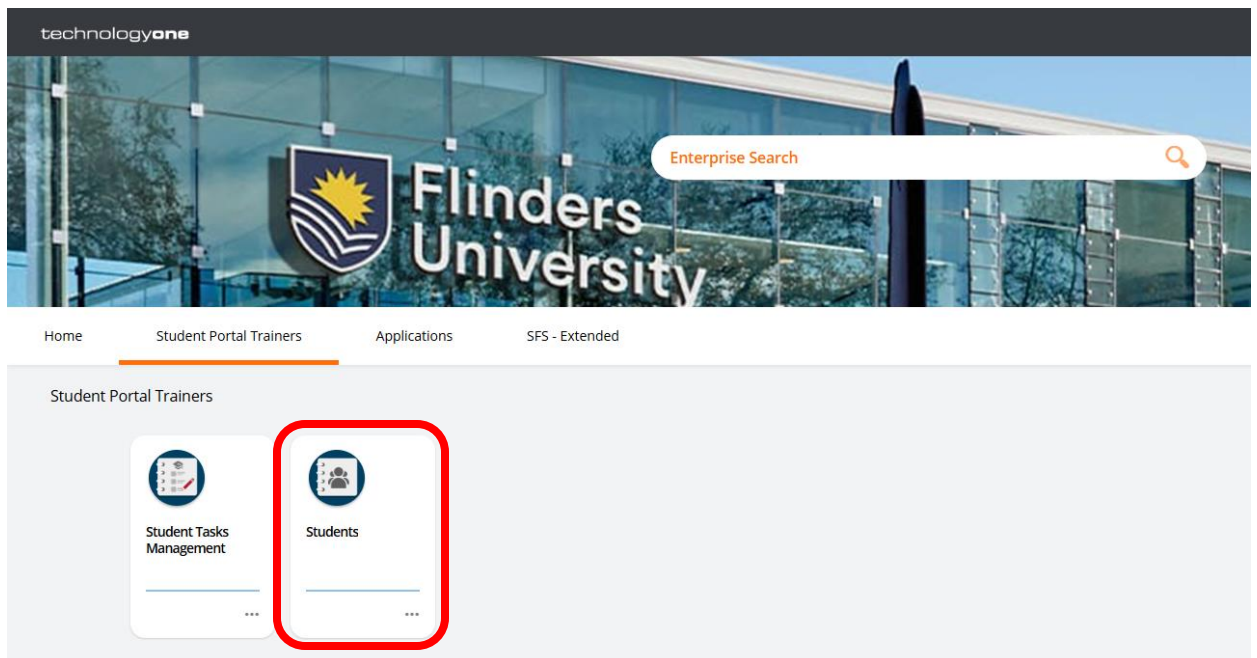


How to change a formal name in CiA

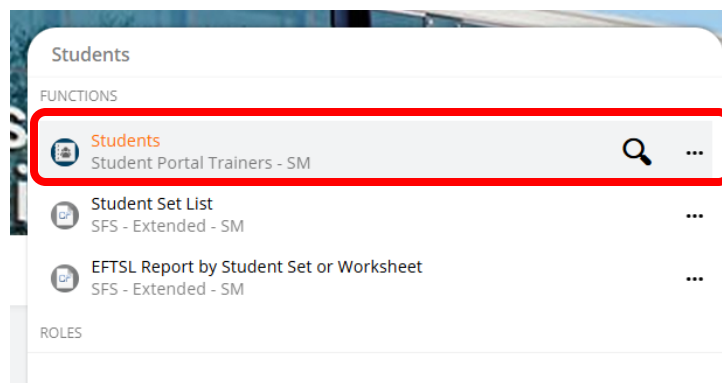
Navigate to CiA by selecting TechnologyOne on Okta.



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.

← technologyone > Student Portal Trainers > Students

📅

2388078

✕

🔍

Students Student Tasks

🔔

>

Select the student.

📅 2388078 ✕ 🔍

Students Student Tasks

🔔 > 1 - 1 of 1 record.

☐	Student ID	Student Given Name	Student Family Name	Student Date of Birth	Student Gender	Student Citizenship/Nationality
☐	2388078	Matthew	Flinders	16-Mar-1974	Male/Man	Australian

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

← technologyone > Student Portal Trainers > Students > Student Profile

 **2388078 - Matthew Flinders**
Australian | 16-Mar-1974 (51)

Summary

Summary

Student Details

Student ID

2388078 (Matthew Flinders)

Title

Mr

Family Name *

Flinders

Given Name

Matthew

Middle Name/s

Preferred Name

Date of Birth

16-Mar-1974

Gender *

Male/Man

Name Effective From

01-Sep-2025

Name Change Reason

Not entered

Contacts

🏠 1 Sturt Road
BEDFORD PARK, SA, 5042
AUSTRALIA

📧 test1@flinders.edu.au

📞 0404040004

Educational Background

Sanctions

3 Sanctions

Communication

1 system-issued document

Comments

Policies

How to change a formal name in CiA Flinders University

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

← technologyone > Student Portal Trainers > Students > Student Profile

Enterprise Search

2388078 - Matthew Flinders
Australian | 16-Mar-1974 (51)

Summary

Summary

Student Details

Contacts

1 Sturt Road
BEDFORD PARK SA, 5042
AUSTRALIA
test1@flinders.edu.au
0404040004

Educational Background

Student ID

2388078 (Matthew Flinders)

Title

Mr

Family Name

Flinders

Given Name

Matthew

Save

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

← technologyone > Student Portal Trainers > Students > Student Profile

Saved

2388078 - Matthew Flinders

Australian | 16-Mar-1974 (51)