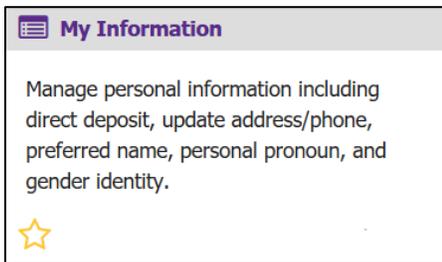


How do I add my preferred first name in “My Information”?

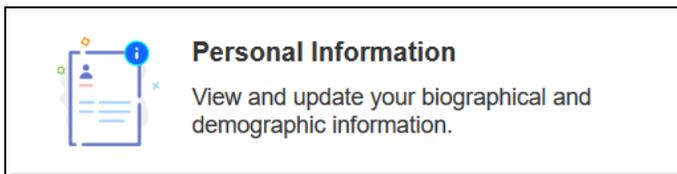
Please note that certain systems may take up to 24 hours to display a preferred first name. In addition, you may need to clear your browsers cache for the preferred first name to be displayed.

Please only indicate one preferred first name and do not include your last name. Names that use special characters such as commas may not display in canvas. If your current full name is ‘**Regan Smith**’ and your preferred first name is ‘**Rae**’ then you would enter ‘**Rae**’ in the box NOT ‘**Rae Smith**’. If you enter your last name too, then your name will show up as ‘**Rae Smith Smith**’. Do not enter multiple names like ‘**Rae or Ray**’, please choose one. Anything you enter will be displayed on your course roster in Canvas, the email system, and other applications where preferred name can be updated.

1. Log into Pirate Port using your Pirate ID and Passphrase.
2. Click on the My Information card.



3. Click on the Personal Information button.



4. Click on the Edit icon in the upper right-hand corner of the Personal Details section.



5. Click in the Preferred First Name field and enter your preferred first name using the keyboard.

Preferred First Name	Personal Pronoun	Gender Identification
<input type="text" value="Enter Preferred First Name"/>	<input type="text" value="Select Personal Pronoun"/>	<input type="text" value="Select Gender Identification"/>
<input type="button" value="Cancel"/>		<input type="button" value="Update"/>

6. Click Update.

<input type="button" value="Cancel"/>	<input type="button" value="Update"/>
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