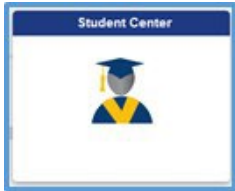
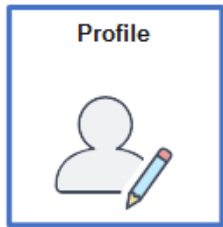
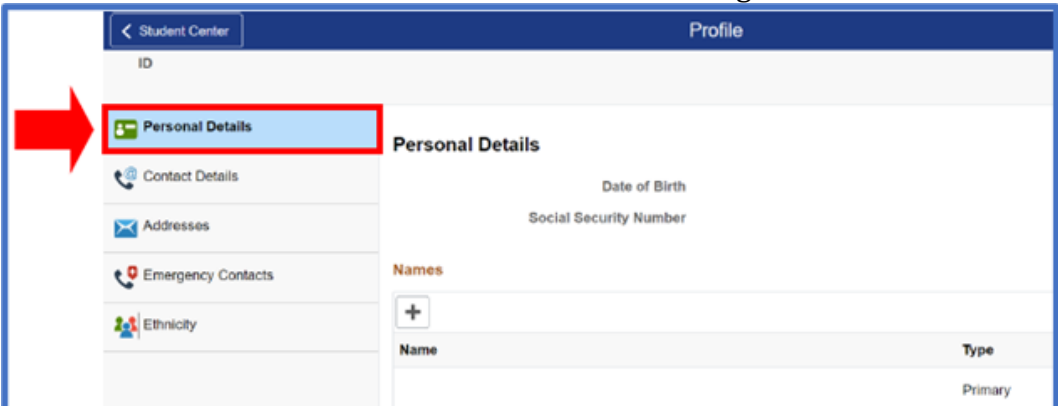


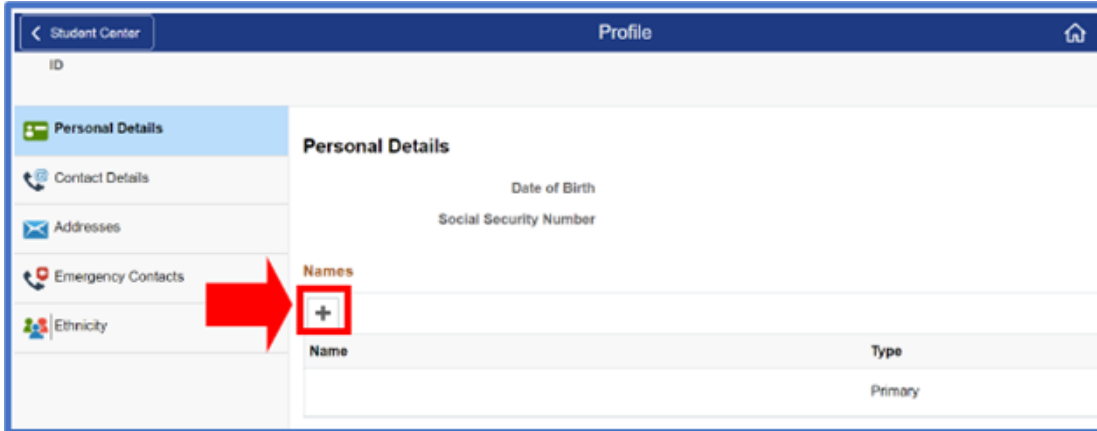
## How To Update Preferred Name in CUNYfirst

Please follow the steps in the table to Update Preferred Name in CUNYfirst.

Step	Action
1	Log into CUNYfirst: <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>
2	Go to "Student Center" <div data-bbox="345 720 578 909">  </div>
3	Select <b>Profile</b> <div data-bbox="345 1173 566 1398">  </div>
4	Click on " <b>Personal Details</b> " on the left-hand side navigation <div data-bbox="289 1598 1341 2003">  </div>

**Step**

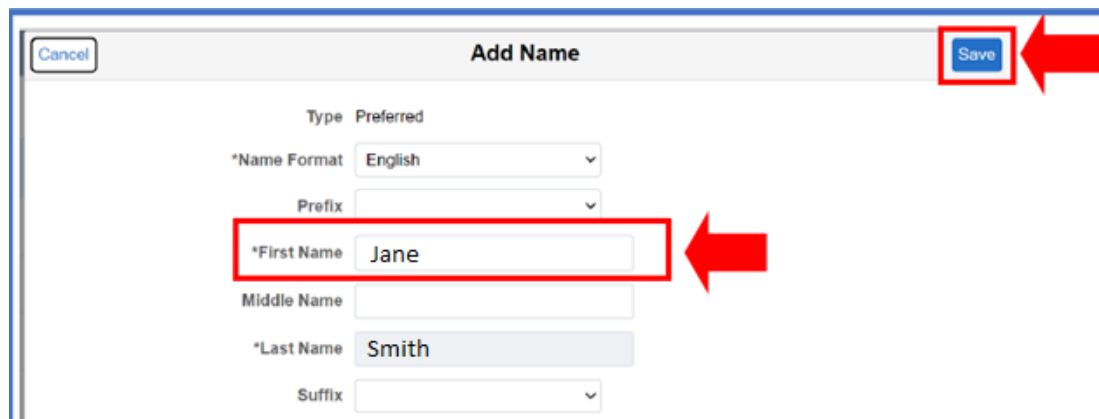
To add a preferred name, click on the “+” icon under “Names”

**5**

The screenshot shows the 'Student Center' profile page. On the left sidebar, 'Personal Details' is selected. The main content area shows 'Personal Details' with fields for 'Date of Birth' and 'Social Security Number'. Below this is the 'Names' section, which has a red box around a '+' icon and a red arrow pointing to it. The 'Names' section also displays a table with columns 'Name' and 'Type', showing 'Denise Smith' as 'Primary'.

**6**

1-Type in your preferred **First Name** (students cannot change their legal last name with this method). Indicating the preferred **Prefix, Middle Name, or Suffix** is at the discretion of the student, but is not required. 2-Click on “Save” to add the preferred name to your record.



The screenshot shows the 'Add Name' form. It has a 'Cancel' button on the top left and a 'Save' button on the top right. The form includes fields for 'Type' (set to 'Preferred'), '\*Name Format' (set to 'English'), 'Prefix', '\*First Name' (containing 'Jane'), 'Middle Name', '\*Last Name' (containing 'Smith'), and 'Suffix'. A red box highlights the '\*First Name' field with a red arrow pointing to it, and another red box highlights the 'Save' button with a red arrow pointing to it.

**7**

Once you click on Save, your Preferred Name will be displayed in your Personal Details.



The screenshot shows the 'Student Center' profile page after saving the preferred name. The 'Names' section now displays a table with two entries: 'Denise Smith' (Primary) and 'Jane Smith' (Preferred). A red box highlights the 'Jane Smith' row with a red arrow pointing to it.