

Add/Change Preferred First Name

<p>OPUS Path, or access through student center (see below)</p>	<p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Campus Personal Information ▾ > Names</p>								
<p>Student Center Access</p>	<p>Personal Information</p> <p>View Demographic Data Update Emergency Alert Update Emergency Contact Update Missing Person Contacts Names Guest Access Health Insurance Waiver SSN/ITIN Update</p> <p>Contact Information</p> <p>Preferred Address View Addresses Decatur, GA 30030-2853 Decatur, GA 30030-2853</p> <p>View Phone #s View Email Addresses 404/727-9988 james.dooley@emory.edu</p> <p>other personal... ▾ >></p>								
<p>Names Page will appear – Click Edit</p>	<p>Claire E. Dooley go to ...</p> <p>Personal Information Security Participation Emergency Notification Missing Person Contacts addresses names phone numbers email addresses emergency contacts parent/guardian addresses demographic information religious preference</p> <p>Names</p> <p>Primary Name Your primary name is the legal name to which you applied to Emory University. To change any part of your primary name, other than your preferred first name, you must bring the appropriate legal documents to the Office of the Registrar to support the legal name change.</p> <p>For more information on acceptable legal documents, go to the Registrar's Home Page</p> <p>Preferred First Name Emory University allows students to select a preferred first name (a.k.a. nickname).</p> <p>The preferred first name will appear in OPUS student self-service, on instructor/advisor pages, class and grade rosters, unofficial/advising transcripts, MyHousing, and directory listings (unless directory suppressed).</p> <p>The preferred first name will NOT display on any official Emory documents or reports such as official transcripts, diplomas, financial aid, Emory card, student employee payroll information, etc. For a complete list, see the university's policy on Student Names.</p> <p>A preferred first name may be removed by Emory Administration, without notice, if it does not comply with the Emory Conduct Policy.</p> <p>Once you enter a preferred first name, within 24 hours this name will be available in MyNETID for your use as part of your Emory email address. To use your preferred first name in your email address, you must login to MyNETID and select it. To learn more about MyNETID go to MyNETID.emory.edu.</p> <p>If a preferred name exists in OPUS, this name will appear in the Emory on-line directory and in the Global Address List within 24 hour (unless directory suppressed).</p> <table border="1"> <thead> <tr> <th>Name Type</th> <th>Name</th> <th>Preferred First Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td>Claire E. Dooley</td> <td>ClaireTest</td> <td>edit</td> </tr> </tbody> </table>	Name Type	Name	Preferred First Name		Primary	Claire E. Dooley	ClaireTest	edit
Name Type	Name	Preferred First Name							
Primary	Claire E. Dooley	ClaireTest	edit						
<p>Enter Preferred Name and Click Save</p>	<p>Claire E. Dooley Names</p> <p>Change name</p> <p>Change name</p> <p>Name Type: Primary Format Using: English Prefix: First Name: Claire Middle Name: E. Last Name: Dooley Preferred First Name: Dianne Suffix:</p> <p>Date changes will take effect: 12/14/2016 (example: 12/31/2000)</p> <p>SAVE Return to Current Names</p>								
<p>After saving, the system will display this page. Click OK and the preferred name will save successfully</p>	<p>Change name</p> <p>✓</p> <p>OK</p>								
<p>To verify change was successful, go to the Student Center</p>	<p>EMORY WOOOLEY on SATES19 Home Add to Favorites Ask OPUS Sign out</p> <p>Favorites ▾ Main Menu ▾</p> <p>Dianne's Student Center ()</p>								
<p>The Student Center should display the Preferred Name</p>	<p>Academics</p> <p>Enroll My Academics Degree Planning Request Emory Transcript</p> <p>You are not enrolled in classes.</p> <p>other academic... ▾ >></p> <p>SEARCH FOR CLASSES</p>								