



Office of the Registrar

100 Boisfeuillet Jones Center, 200 Dowman Drive
Atlanta, GA 30322
Phone: 404-727-6042 Fax: 404-727-4997

OPUS Navigation:

- Login -> Click on Profile tile -> Personal Details



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On the Personal Details page, click on the Preferred name type

Student Profile

ID [REDACTED]

Personal Details

- Addresses
- Email and Phone Numbers
- Parent/Guardian Addresses
- Mail Forwarding Address
- Emergency Alert Notification
- Emergency Contacts

Personal Details

Date of Birth 01/12/2001
Gender Female

Names

Name	Type
Claire Dooley	Primary
Claire Dooley	Preferred

On this page, you can enter your preferred first and/or middle name. Click Save

Cancel Edit Name Save

Type Preferred

Name Format English

Prefix [Dropdown]

*First Name Emory

Middle Name University

Last Name Dooley



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Your Preferred name will now display on the Personal Details page

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Personal Details

Date of Birth 01/12/2001
Gender Female

Names

Name	Type
Claire Dooley	Primary
Emory Dooley	Preferred

To remove and/or change a Preferred Name previously entered, simply update the Preferred Name type to reflect your Legal Name or another Preferred Name. Do not leave the Preferred Name blank

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ID [REDACTED]

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Personal Details

Date of Birth 01/12/2001
Gender Female

Names

Name	Type
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Claire Dooley	Preferred