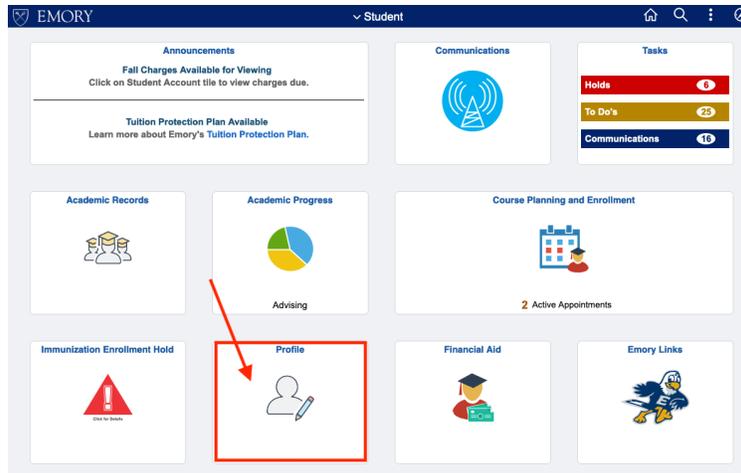
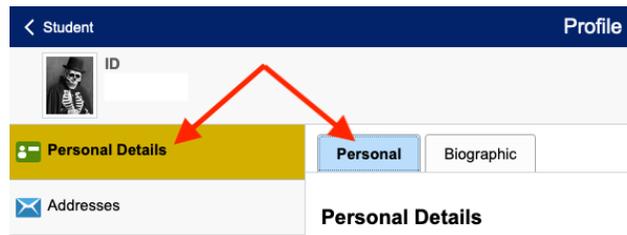


## Emory University - Designated Name Tutorial

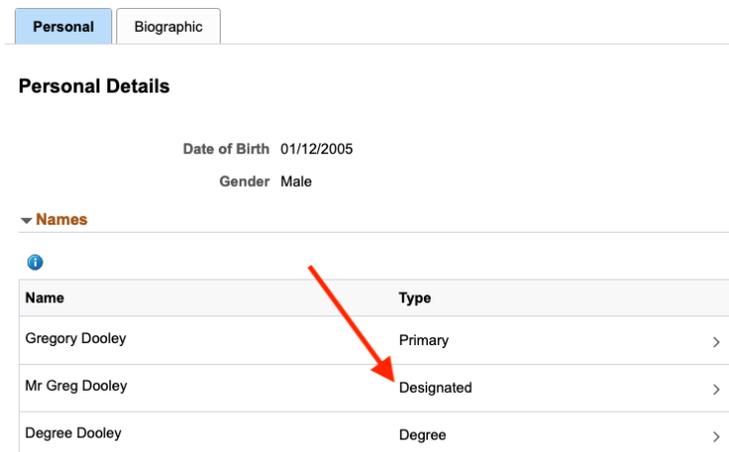
1. OPUS Navigation: Login to OPUS > Click on the “Profile” tile on your home screen:



2. Select the “Personal” tab under the “Personal Details” section:



3. To change your Designated Name, select the row titled “Designated”:



4. In the “Edit Name” Box, you can change your prefix, First Name, and Middle Name (there is not an option to add a “designated” last name). If you wish to change your “legal” name, see the instructions on how to [Change Legal Name](#).

**Edit Name**

Type Designated

Name Format English

Prefix

\*First Name

Middle Name

Last Name Dooley

5. Save changes by clicking the “Save” button.