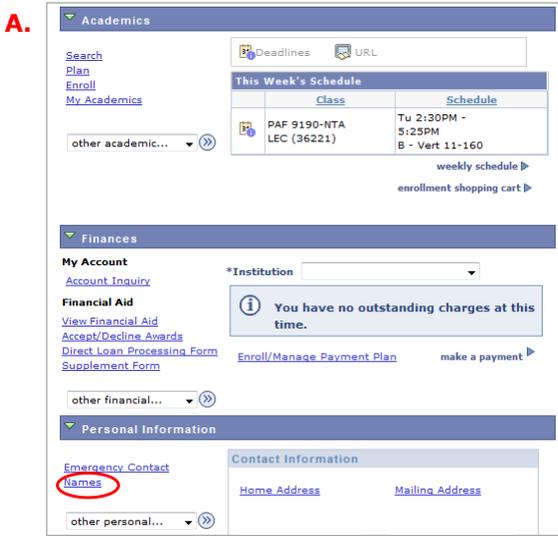


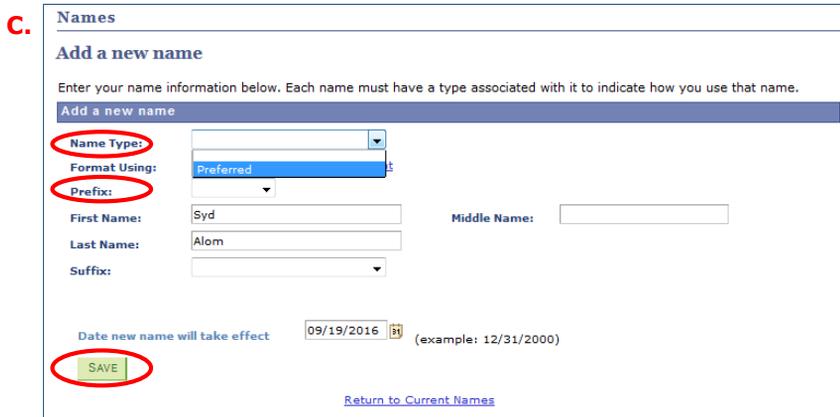
Step-by-step directions for students to add a 'Preferred' name in CUNYFirst.



1. Log on to CUNYFirst "Student Center."
2. To edit your personal information, select "Names" which is located on the lower left corner of the welcome page.



3. Click on the option to "ADD A NEW NAME" to update your name as you would like it to appear.



4. Select "Preferred" name from the drop down menu to make any edits.
5. You have the option of keeping "Prefixes" blank.
6. Type in the name that you would like to be used.
7. Remember to "SAVE" your changes.