

How to Update Your Preferred Name

We understand that there are various reasons why a student may want to add a preferred name to their student account. If you are interested in adding a “Preferred Name” to your account, please follow the following screen navigation to do so:

- 1) The first step in updating your name is to log onto CUNYfirst.

The screenshot displays the CUNYfirst website interface. At the top left is the CUNY logo with the text 'The City University of New York'. To the right are navigation links: 'Find It', 'College Websites', and 'Accessibility'. Below these are links for 'Future Students', 'Current Students', 'Faculty/Staff', and 'Alumni'. A dark navigation bar contains links for 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'FINANCIAL AID', 'RESEARCH', 'NEWS/EVENTS', 'LIBRARIES', 'EMPLOYMENT', a search bar, and 'LOG-IN'. The main content area is divided into several sections:

- CUNYfirst**: Includes links for 'About CUNYfirst', 'How to Use CUNYfirst', 'Campus Helpdesks', and 'CUNY Alert'.
- ANNOUNCEMENTS**: A yellow box containing:
 - February 2017 CUNYfirst Unavailability**: 'UPDATED (Feb 10) - PeopleTools System Upgrade'. Details: 'For Campus Solutions/HCM users: 10pm on Fri, February 10 - 10am on Sat, February 11' and 'For all other CUNYfirst users: 10pm on Fri, February 10 - 7am on Sun, February 12'.
 - Monthly Maintenance**: '7pm on Sat, February 25 - 7pm on Sun, February 26'.
 - Month-end Financial Closing**: '9pm on Tue, February 28 - 1am on Wed, March 1'.
- CUNYfirst LOG-IN**: A login form with 'Username:' and 'Password:' fields, a 'Log-In' button, and links for 'Forgot your password?', 'Change Password', and 'New User'. To the right is the 'CUNYfirst Fully Integrated Resources & Services Tool' logo.
- SIGNING ON TO CUNYfirst**: Text explaining the tool and a 'read more >>' link. A 'Note:' section lists:
 1. Don't Share ID and/or Password [read more >>](#)
 2. Remember to Log Out [read more >>](#)
 3. Avoid Browser Conflicts [read more >>](#)
- OPPORTUNITIES TO SERVE**: 'Volunteer for READ 718' with a 'read more >>' link.
- CUNY CHANNEL**: A video player for 'THE CUNY VALUE PLUS' featuring a woman holding a sign that says 'My Major is Economics!'. A 'Play Video' button and a 'view videos >>' link are present.
- UNIVERSITY NEWS**: 'Mayor's Internship Program' with a 'read more >>' link.
- CUNYfirst MyInfo LOG-IN**: A section for 'CUNYfirst MyInfo' with a description: 'CUNYfirst MyInfo is a new lookup tool to quickly find key information for the new semester. Log in using your Blackboard/CUNY Portal credentials. Use it to find class schedules, class textbooks, program plan and hold information, and your biographical profile.'

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2) Once you have logged onto CUNYfirst, click on “Student Center”:

The screenshot displays the CUNYfirst website interface. At the top, there is a navigation bar with the CUNYfirst logo on the left, a search bar, and links for HOME, ADD TO MY LINKS, and SIGN OUT. Below this is a maroon banner with the Brooklyn College logo. The main content area is divided into several columns. The leftmost column contains a 'CUNYFIRST MENU' with a list of links: Enterprise Learning Management, HR/Campus Solutions, Student Center (circled in black with a red arrow pointing to it), CUNY Alert Subscription, NYS Voter Registration, NYS Voter Registration Form, My Personalizations, and firstSolutions Knowledge Base. Below the menu is a 'BC ANNOUNCEMENTS' section with an 'Important BC Info:' heading. The middle column features 'UNIVERSITY NEWS' with articles about the NYC Mayor's Office Internship Program and the Late Show with Stephen Colbert. The rightmost column has 'OPPORTUNITIES TO SERVE' featuring Chancellor James B. Milliken and a 'CUNY CHANNEL' section with a 'WINNERS' banner and a 'What's New on the CUNY Channel' link. At the bottom, there are sections for 'CUNYFIRST NOTICES' and 'CUNYFIRST ALERTS'.

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3) From your “Student Center”, click on the link for “Names” located on the bottom left:

The screenshot shows the CUNYfirst Student Center interface. At the top, there is a navigation bar with 'CUNYfirst' on the left, 'HOME' in the center, and 'ADD TO MY LINKS' on the right. Below this is a dark red banner with 'Brooklyn College' on the left and 'Favorites | Main Menu | Student Center' on the right. The main content area is titled 'Student Center' and is divided into several sections:

- Academics:** Includes a search bar, a 'This Week's Schedule' table, and a 'SEARCH FOR CLASSES' button.
- Finances:** Includes 'My Account', 'Financial Aid', and 'Account Summary'.
- Personal Information:** Includes 'Contact Information' and a 'Names' link circled in red with a red arrow pointing to it.
- Other sections:** 'Holds', 'To Do List', 'Milestones', 'Enrollment Dates', 'Advisor', 'Advisement / Transcript', and 'Important Links'.

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- 4) On the “Names” screen, click the “Edit” button located to the right of the “Primary” & “Preferred” names:

CUNYfirst HOME | ADD TO MY LINKS

Brooklyn College

Favorites | Main Menu | Student Center | Names

go to ...

Personal Information Security Participation

addresses || names || phone numbers || email addresses || emergency contacts || ethnicity

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name	
Primary		
Preferred		edit

[ADD A NEW NAME](#)

Personal Information Security Participation

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Emergency Contacts](#) [Ethnicity](#)

go to ...

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- 5) After clicking on the “Edit” button, you are automatically brought to the “Preferred” name edit screen. You cannot edit your “Primary” name. That must be done by request with proper, legal documentation. Click “Save” when completed.

CUNYfirst HOME | ADD TO MY LINKS

Brooklyn College


Favorites | Main Menu | Student Center | Names


Names

Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type: Preferred 
Format Using: English
Prefix:
First Name: Middle Name:
Last Name:
Suffix:

Date changes will take effect: 02/23/2017  (example: 12/31/2000)

[Return to Current Names](#)

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- 6) After clicking “Save”, you will get a window reminding you that this change is only for “Preferred” name and does not change your “Legal/Primary” name. Click “OK” on this message and then click “OK” to confirm the “Preferred” name update.

The screenshot shows the CUNYfirst Brooklyn College interface. At the top, there is a navigation bar with 'CUNYfirst' and 'Brooklyn College' logos, and links for 'HOME' and 'ADD TO MY LINKS'. Below this is a menu with 'Favorites', 'Main Menu', 'Student Center', and 'Names'. The main content area is titled 'Change name' and shows a 'Save Confirmation' message: 'The Save was successful.' with a green checkmark icon. A red arrow points to a green 'OK' button next to this message. Below the confirmation is a 'Message' box with a blue header. The message text reads: '**ATTENTION** - Adding a Preferred Name (28500,41) Please be advised that entering a preferred name into CUNYFirst does not change your legal name, which will still be reflected in the system and used on official academic records such as transcripts and diplomas.' A red arrow points to a yellow 'OK' button at the bottom right of the message box.