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.



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

CUNY first				
	HOME	ADD TO MY LINKS SIGN OUT		
Brooklyn College				
PERSONALIZE CONTENT LAYOUT Thu, Feb 23, 17 11:52 AM		MY LINKS Select One:  HOMEPAGE HELP		
CUNYFIRST MENU O O 🗸	UNIVERSITY NEWS	OPPORTUNITIES TO SERVE		
Enterprise Learning Management     White Solution     Student Center     Student Cen	The NYC Mayor's Office Internship Program is now accepting applications for its summer program starting June 5. Deadline for applications is Sunday, April 9. ****** Take a look at the best and latest Instagram photos taken around CUNY.	Chancellor James B. Milliken With its high-quality academic programs, affordable tuition and student support, including financial aid, The City University of New York plays a vital role in educating hundreds of thousands of New Yorkers annually and in contributing to the region's economic health This is the CUNY Value More		
BC ANNOUNCEMENTS	*****			
Important BC Info:           Financial Aid News: IMPORTANT (UPCOMING AWARD YEAR) - The 2016-2017 FAFSA application is now available at www.fafsa.ed.gov I Submit the application now if you are seeking financial aid assistance for the Summer 2016, Fall 2016 and Spring 2017 semesters.           Federal Work-Study (FWS) Program         Office Phone #: 718-951-5178 E-mail: FWS@brooklyn.cuny.edu           Eligibility: Depending on student's financial need (according to FAFSA and CUNY guidelines and availability of funds), a matriculated student must meet Satisfactory Academic           Progress(SAP), maintain enrollment for a minimum of 6 credits in their division of matriculation and must be a U.S. citizen or an eligible non - U.S. citizen. Eligible students, who are awarded FWS for 2017 (Fall 2016 and Spring 2017), may view their award information in CUNYfirst under "HR/Campus Solutions > Self-Service > Student Center's esclon. Student Study office to find out about job placement opportunities and procedures. Job placement is done by appointment only!           Anoeals: Students not awarded FWS funds may appeal. Funds are not currently available for	The Late Show with stephen Collect welcomes all CUNY students, faculty and staff to the show with a special offer, now through March 31. Request tickets online at colbertlateshow.com. Promo Code: CUNY.  Get the results of the CUNYAC CC Basketball finals, with Hostos vs BMCC in women's play and LaGuardia men's team looking to defend its title against BMCC.  READ 718 is looking for volunteers to help provide tutoring and literacy workshops to low-income elementary students in Brooklyn. Help close the literacy gap. 	CUNY CHANNEL		
students who would like to start utilizing fail FWS funds during the summer. Contact the FWS staff periodically for any updates. Appeals to be considered for a FWS award for Fall 2016				
placement will be accepted as of August 2 <sup>nd</sup> . For the Spring 2017 semester contact the office a week before the semester starts for date appeal forms will be accepted. All requests have to be reviewed to determine student eligibility and availability of FWS program funds. You may request an appeal form by sending an e-mail to <u>FWS@brooklyn.cuny.edu</u> . For additional	CUNYFIRST NOTICES	CUNYFIRST ALERTS		

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

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

CUNY first			
		HOME	ADD TO MY LINKS
Brooklyn Cóllege			
avorites Main Menu Student Center Names			
	go to V		
Personal Information Security	Participation		
addresses names phone numbers email addresses em	ergency contacts ethnicity		
Names			
View, add, change or delete a name. Below is a list of your current names. Each name has a type associated v the name's use.	with it that is indicative of		
Name Type Name			
Primary			
Preferred	edit		
ADD A NEW NAME Personal Information Security Participation Addresses Names Phone Numbers Email Addresses Emergency Contacts Top to	Ethnicity		

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	1	ADD TO MY LINKS
Brooklyn Cóllege			
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:       Format Using:       Prefix:       First Name:   Middle Name:			
Last Name: Suffix: T			
Date changes will take effect 02/23/2017 (example: 12/31/2000)			
Return to Current Names			

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.

CUNYfirst			
		HOME	ADD TO MY LINKS
Brooklyn Cóllege			
Favorites Main Menu Student Center Names			
Change name			
Save Confirmation			
The Save was successful.			
	Message ** ATTENTION ** - Adding a Preferred Name (28500,41) Please be advised that entering a preferred name into CUNYFirst does not change your legal name the system and used on official academic records such as transcripts and diplomas.	e, which will still be reflected in	