









## Preferred Name Instructions

1. Sign-in to SIS
2. Select Profile
3. Click on Names
4. Hover over Name Type and select Preferred from the Dropdown Menu there.
5. Add Preferred Name.
6. Click Save.

Unless VCCS has changed the logic in SIS this should result in preferred name being shown next to legal name on class rosters and in other places (i.e. unofficial transcripts).

Please keep in mind that one's legal name is the official name on student records and preferred name is populated only as additional information.

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