OVERVIEW

This topic will explain how to add a preferred name in SIS.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. **Student Home** appears. Click the **Profile** tile.
2. From the left side navigation pane, click **Personal Details**.
3. If a preferred name already exists, click the row labelled **Preferred**.
4. If you do not see a name type **Preferred**, click the **plus sign (+)** button.
5. Your primary name will be copied into the fields. Make any changes necessary. Note that you cannot change your last name. Changes to legal name must be made through the Registrar's office. See **Name Change** for more information.
6. After all necessary updates have been made, click **Save**.

> **Note:** Employees must update their preferred name in HCM. If the Preferred Name fields are unavailable to you, please contact Human Resources for assistance. Change made in HCM will appear in SIS within 24 hours.