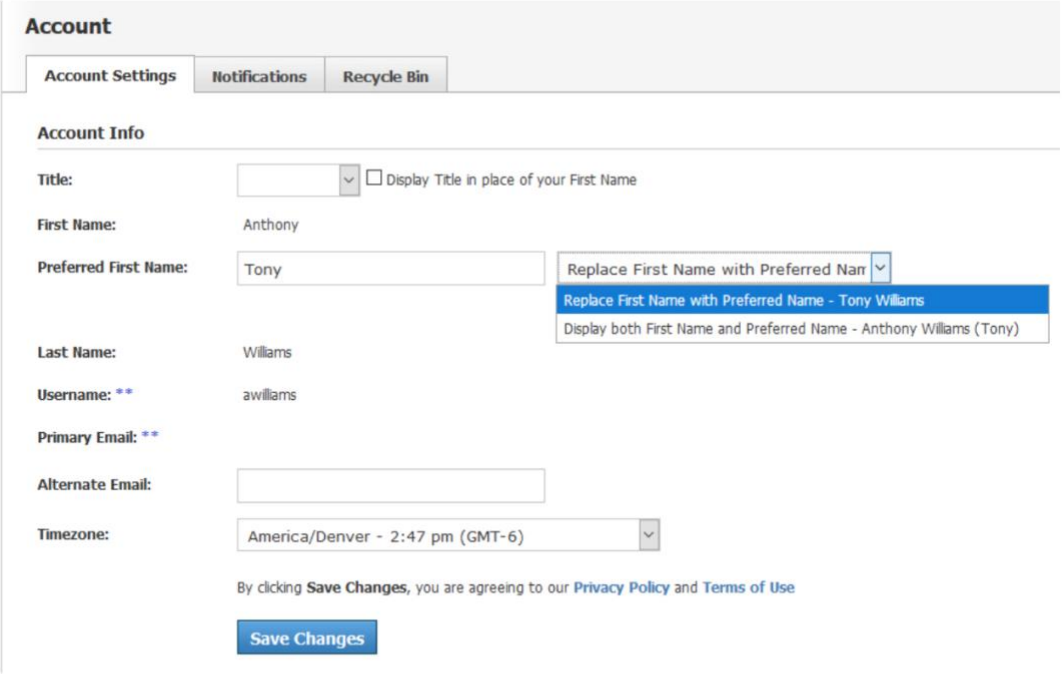
**How do I change my preferred name in Schoology?**

1. Click the down-facing arrow in the top right corner of Schoology.
2. Select **Settings** from the drop-down menu.
3. Users can then enter the first name of their choice in the **Preferred First Name** box, and select whether to:

- **Replace First Name with Preferred Name:** Only display the preferred name in all areas of Schoology.
- **Display both First Name and Preferred Name:** Display the preferred first name throughout Schoology, but also include the **First Name** in parentheses.




1. Users must click **Save Changes** below the Timezone setting to apply the preferred name.
2. When selected, the **Preferred First Name** displays everywhere the user's name displays in Schoology, including official grade reports.