

How to Have Your Chosen Name as Your Primary Name in the Pitt System

1. First, log on to your my.pitt.edu account.
2. Then, click on Profile at the top right hand corner near the “Log Out” button.
3. Click “Manage Your Account”.
4. Under the “Manage Account Details” Heading, click “Contact Information”.
5. Then, “Click here to set your preferred name” and follow subsequent directions.

Check out this website link for more information:

<https://www.registrar.pitt.edu/assets/pdf/Preferred%20Name%20Announcement.pdf>