

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.

The screenshot shows the 'Account' settings page with tabs for 'Account Settings', 'Notifications', and 'Recycle Bin'. Under 'Account Info', there are fields for Title, First Name (Anthony), Preferred First Name (Tony), Last Name (Williams), Username (awilliams), Primary Email, Alternate Email, and Timezone (America/Denver - 2:47 pm (GMT-6)). A checkbox 'Display Title in place of your First Name' is present. A dropdown menu is open next to the Preferred First Name field, showing three options: 'Replace First Name with Preferred Name', 'Replace First Name with Preferred Name - Tony Williams', and 'Display both First Name and Preferred Name - Anthony Williams (Tony)'. A 'Save Changes' button is at the bottom.

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.