

### Preferred Names and Pronouns

Students may designate a preferred name in addition to a primary name (which is a legal name) in SIS. This name displays on class and grade rosters and can be used in place of your primary name for a variety of circumstances such as:

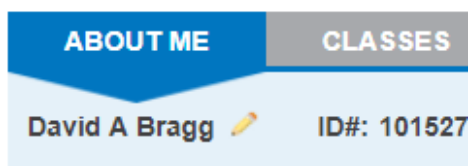
- (i) to select a nickname, professional name or other variant that better reflects your personal identity;
- (ii) to select a name that better reflects your current marital status (married name, maiden name, hyphenated name, etc.); and/or
- (iii) to select a name that better reflects your gender identity.

A preferred name will display on the ABOUT ME page but will not update records where a primary name is required, such as financial documents which will continue to use your primary name.

### Preferred Names

To update your preferred name:

1. Log into SIS: [go.tufts.edu/sis](https://go.tufts.edu/sis)
2. From the ABOUT ME tab, click the **pencil** icon next to your name.



3. In the preferred Name row, click the **Edit pencil**. The Change Name window opens.
4. Make edits.
5. Click **Save**.

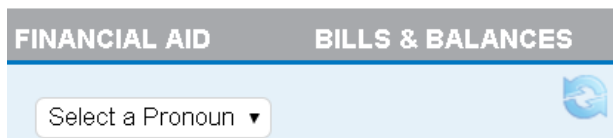
**Note:** Updating your preferred name in SIS does not update your name in the White Pages directory, TRUNK and TUSK. You may only update preferred first name in White Pages, Trunk, and TUSK.

- Contact your school registrar to update your preferred first name in the White Pages directory. This will also update first name in Trunk and TUSK.
- Submit a request to [it@tufts.edu](mailto:it@tufts.edu) to update your Email alias/address and various other Tufts services you may use such as WebEx and Box.
- Medford students only: Contact [mary.daley@tufts.edu](mailto:mary.daley@tufts.edu) or [susan.keating@tufts.edu](mailto:susan.keating@tufts.edu) in Health Services to have your preferred name updated in your health services record.

## Pronouns

If you wish to select a set of personal pronouns:

1. Log into SIS: [go.tufts.edu/sis](http://go.tufts.edu/sis)
2. From the ABOUT ME tab, use the drop-down menu where you see **Select a Pronoun**.



3. The pronouns you select will now display on the ABOUT ME page, on class rosters and become part of your SIS record.

**Note:** When granting Invited Viewer access to another, such as a parent, the personal pronouns will be visible on the ABOUT ME tab. Once the About Me box is checked, which grants the viewer access to the ABOUT ME page, the Invited Viewer will see the same information you see when you log into SIS. Do not check the box if you do not want this page to be visible.

About Me	Grades	Financial Aid	Bills And Balances	Student Schedule	Enrollment Verification	Unofficial Transcript	Insurance Waiver	Action/Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

For more information on granting Invited Viewer access to your SIS account, see [http://sites.tufts.edu/sisproject/files/2015/03/Student\\_Portal\\_Invited\\_Viewer\\_Access.pdf](http://sites.tufts.edu/sisproject/files/2015/03/Student_Portal_Invited_Viewer_Access.pdf)