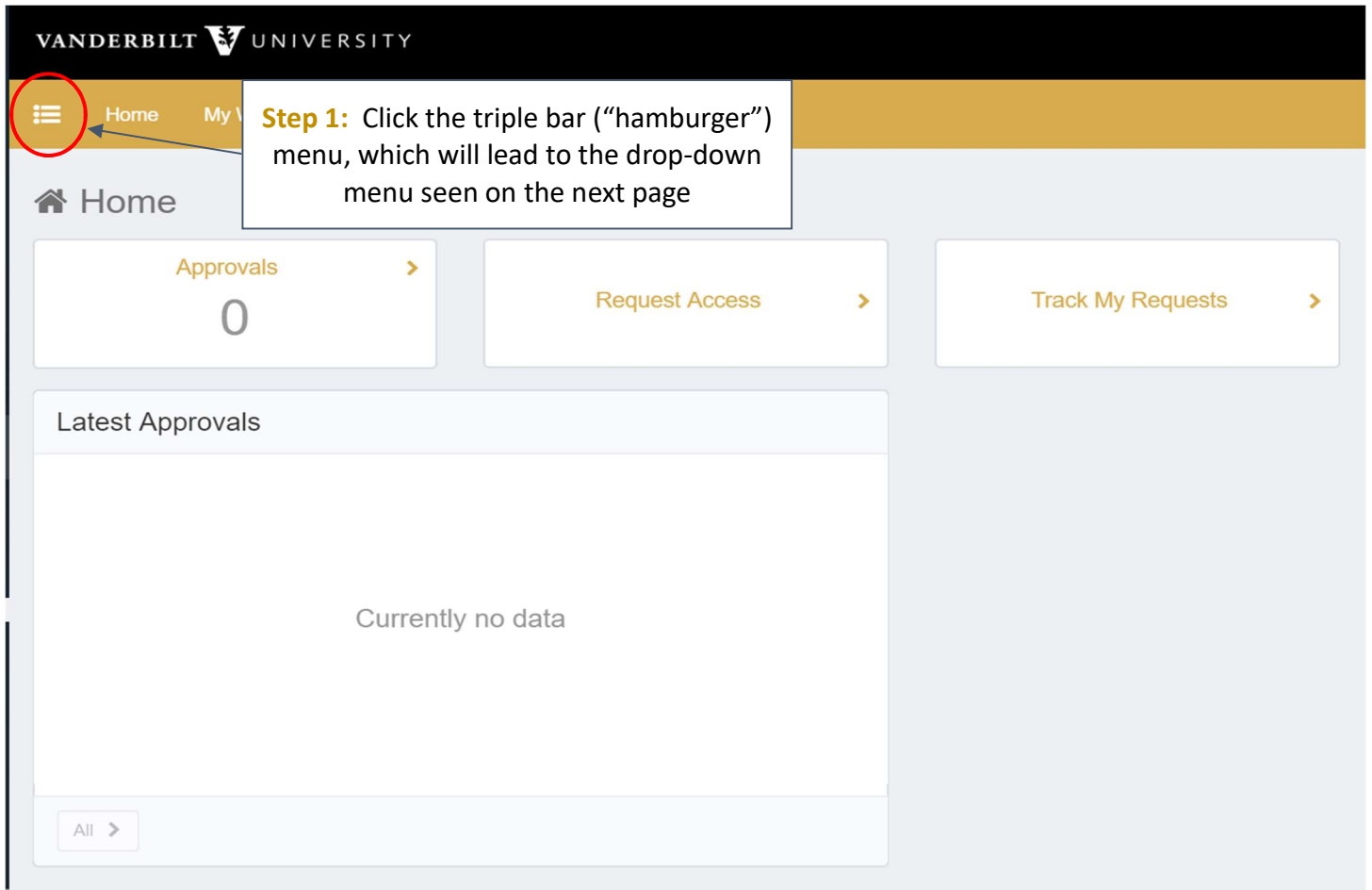




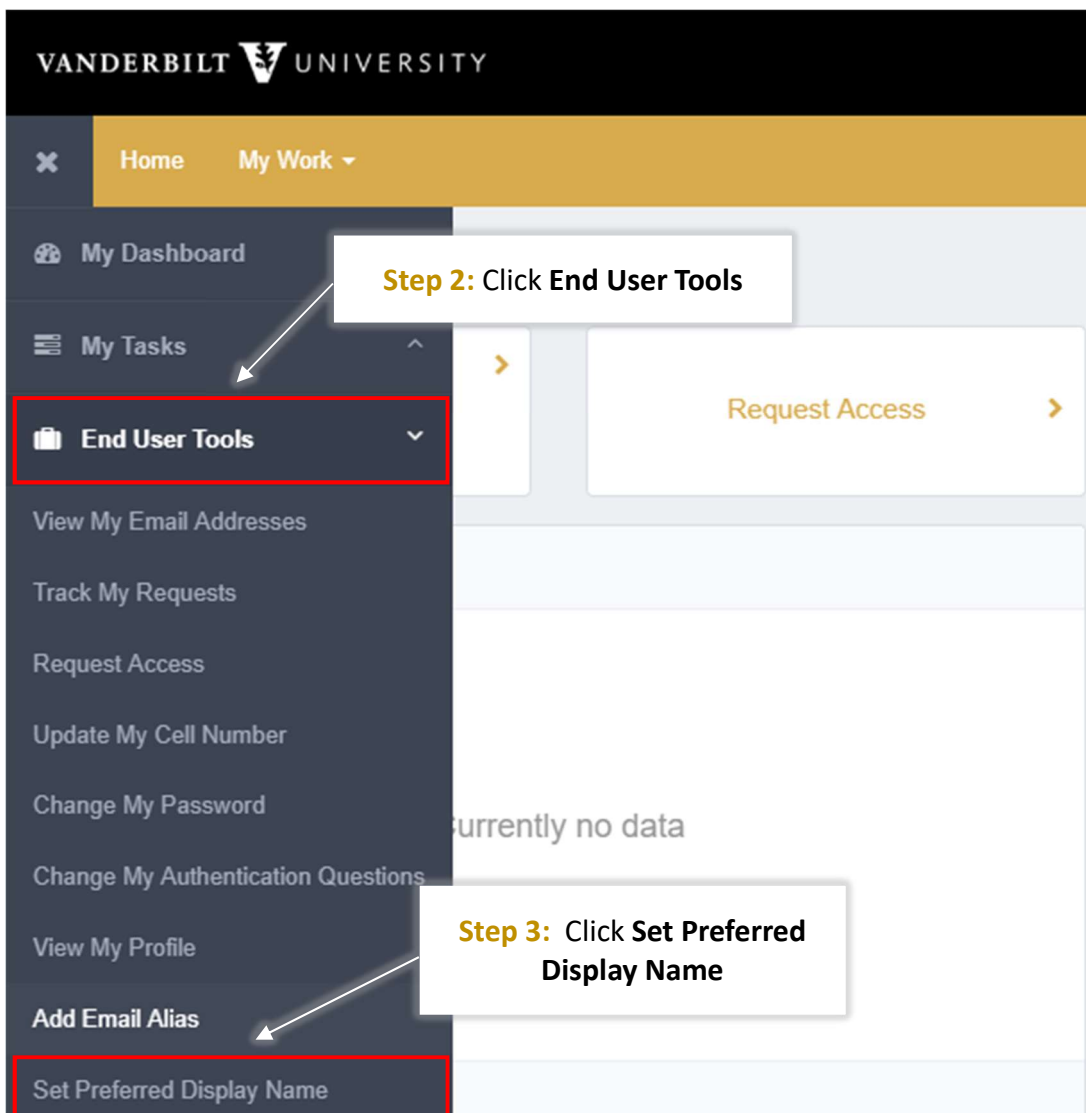
Setting a Display Name

Preferred Display Name

Step 1: Follow this [link](#). After signing in, you should see the screen below.



Steps 2 & 3: Select **End User Tools**, then **Set Preferred Display Name**.





Setting a Display Name

Step 4: Submit the request

Set Display Name

This tool is used to update the user's display name in the GAL, this update will not be reflected in People Finder(Vanderbilt Directory).

User's can only update their firstName part of their display name

Current Display Name	VUnetID
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Account Details

First Name

Last Name *

Step 4: After adding your preferred Display Name to the **First Name** field, click **Continue** to submit the request.