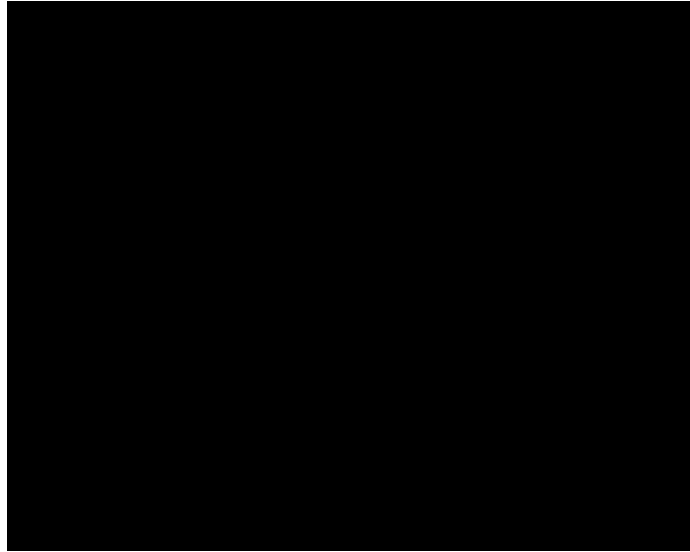


Preferred names are displayed in the SOAR student center, SOAR dashboard, and class rosters. All official records (transcripts, grade rosters, enrollment verifications, diplomas, etc.) will bear the legal name of the person.

How to enter a Preferred Name in SOAR.

1. From your student dashboard menu select General Information under the My Profile section.



2. Click on the Biographical Information tab located at the top. Then click Add Name located in the top right corner. Select Preferred.



3. Enter your preferred name. The first and last name fields are required. Click Save.

