

How to change your preferred first name & personal pronouns in OLSIS

- 1. Sign into OLSIS: https://www.wvup.edu/olsis
- 2. Once you are signed in, click on Personal Information



3. At the top, under Personal Details, click on Edit

Personal Details		⊘ Edit
First Name	Middle Name	Last Name
Date of Birth	Marital Status -	Legal Sex
Preferred First Name	Personal Pronoun -	Gender Identification -

4. On this screen, you can update your preferred name and personal pronouns under the associated headers.



5. Once you have made all desired changes, make sure to click **<u>Update</u>** at the bottom of the window.