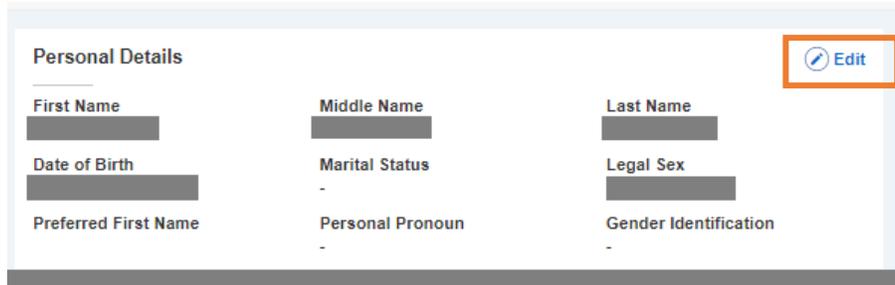


How to change your preferred first name & personal pronouns in OLSIS

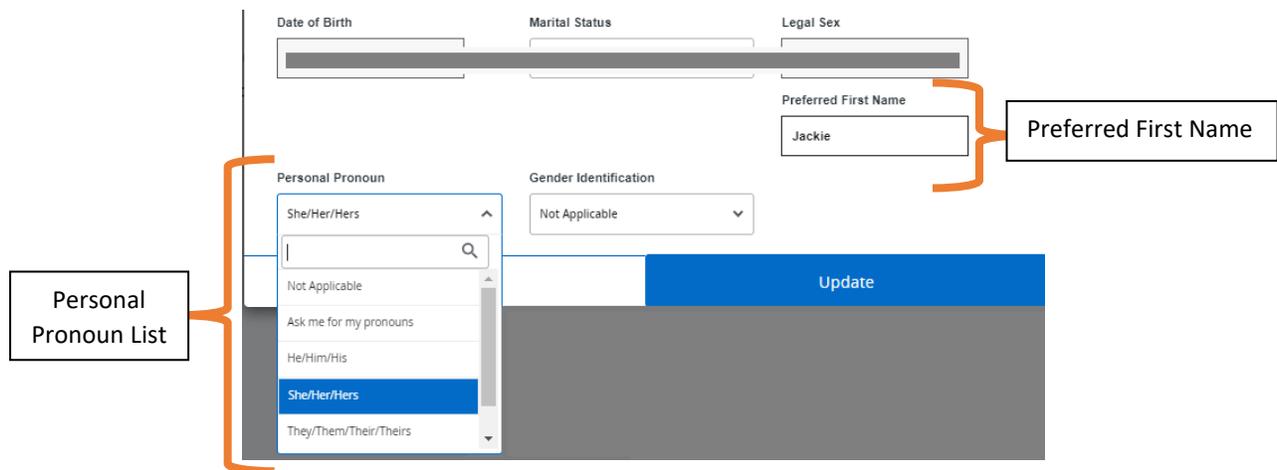
1. Sign into OLSIS: <https://www.wvup.edu/olsis>
2. Once you are signed in, click on Personal Information



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



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 **Update** at the bottom of the window.