How to Add a Preferred Name
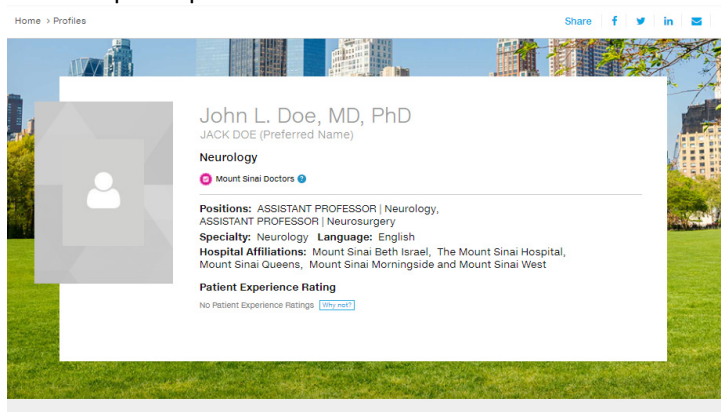## Sinai Central Instructions

OVERVIEW

Physicians, faculty, researchers, students, and postdoctoral fellows have the ability to enter a **preferred name** which will display on their public profiles on the mountsinai.org and icahn.mssm.edu websites.
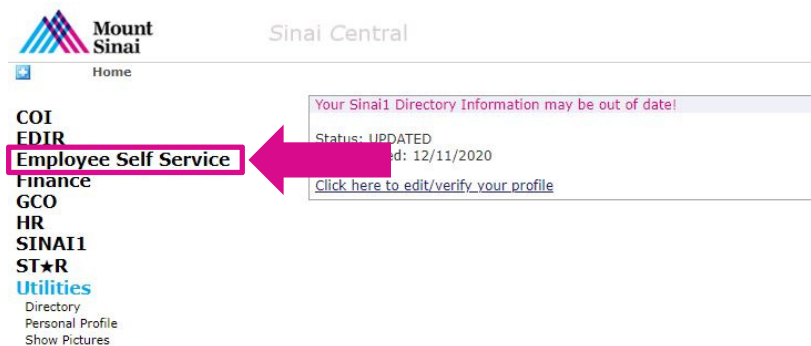
- **For physicians, faculty, and researchers**, the preferred name will be *inserted underneath* the legal name on public profiles:
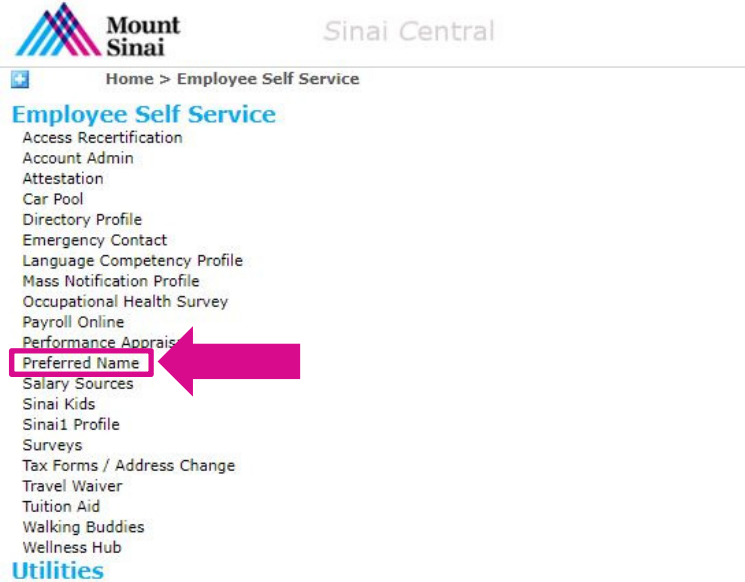

- **For students and postdoctoral fellows**, the preferred name will *replace* the legal name.
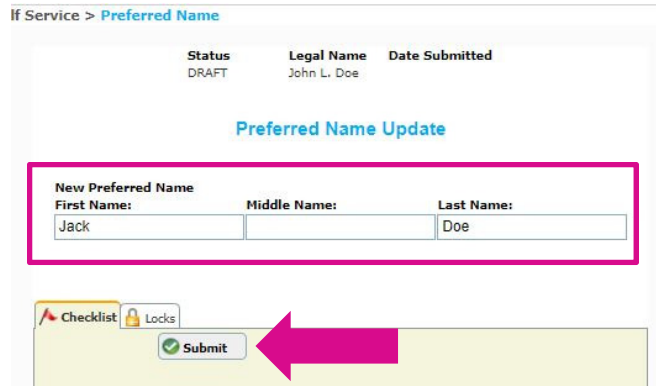
INSTRUCTIONS

1. Login to Sinai Central: https://sinaicentral.mssm.edu/
2. Go to **Employee Self Service**

3. Click on **Preferred Name**

4. In the **Preferred Name Update** fields, type in the **First Name**, **Middle Name**, and/or **Last Name** you would like to display on your public profile(s). When finished, press **Submit**.

5. Once submitted, this will prompt an approval from your Supervisor and/or Departmental Administrator. After the change is approved, the preferred name will display on your health system or school profile within 48 hours.

QUESTIONS?

Please contact Phyllis Crandall, Associate Director, Web Production at phyllis.crandall@mountsinai.org or Kristen Morales, Associate Director, Digital Project & Data Management @ kristen.morales@mountsinai.org.