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**

![Employee Self Service](Image)

**Employee Self Service**
- Access Recertification
- Account Admin
- Attestation
- Car Pool
- Directory Profile
- Emergency Contact
- Language Competency Profile
- Mass Notification Profile
- Occupational Health Survey
- Payroll Online
- Performance Appraisal
- Salary Sources
- Sinai Kids
- Sinai Profile
- Surveys
- Tax Forms / Address Change
- Travel Waiver
- Tuition Aid
- Walking Buddies
- Wellness Hub

**Utilities**

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**.

![Preferred Name Update](Image)

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?**

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