

Add a Preferred Name

- Log into myPitt using your Pitt username and password
- Search “preferred name” or “Accounts Self-Service” in the search bar at the top of the window
- In the search results, select “Accounts Self-Service”



- Scroll to the bottom of the contact information tab to where you’re asked “Set Preferred Name?” and click the Yes button
- You’ll be prompted to set either a preferred first or middle name

Once the change is saved, you’ll see it reflected in systems used across campus in the next few business days.