

## **Use of Preferred First Names**

Cabinet approved the Use of Preferred First Names Policy and Procedures. The policy can be found at: [http://www.millersville.edu/about/administration/policies/pdf/human\\_resources/use-of-first-names-policy-and-procedures.pdf](http://www.millersville.edu/about/administration/policies/pdf/human_resources/use-of-first-names-policy-and-procedures.pdf).

**Students** who wish to request use of a preferred first name may follow the following link, also found in the policy: <https://my5.millersville.edu/web/home-community/student>. This link takes students to myVille. Once in myVille students should follow the instructions found in the Student Preferred First Name Section.

**Faculty and staff** who wish to use a preferred first name should email the Office of Human Resources at [human.resources@millersville.edu](mailto:human.resources@millersville.edu).