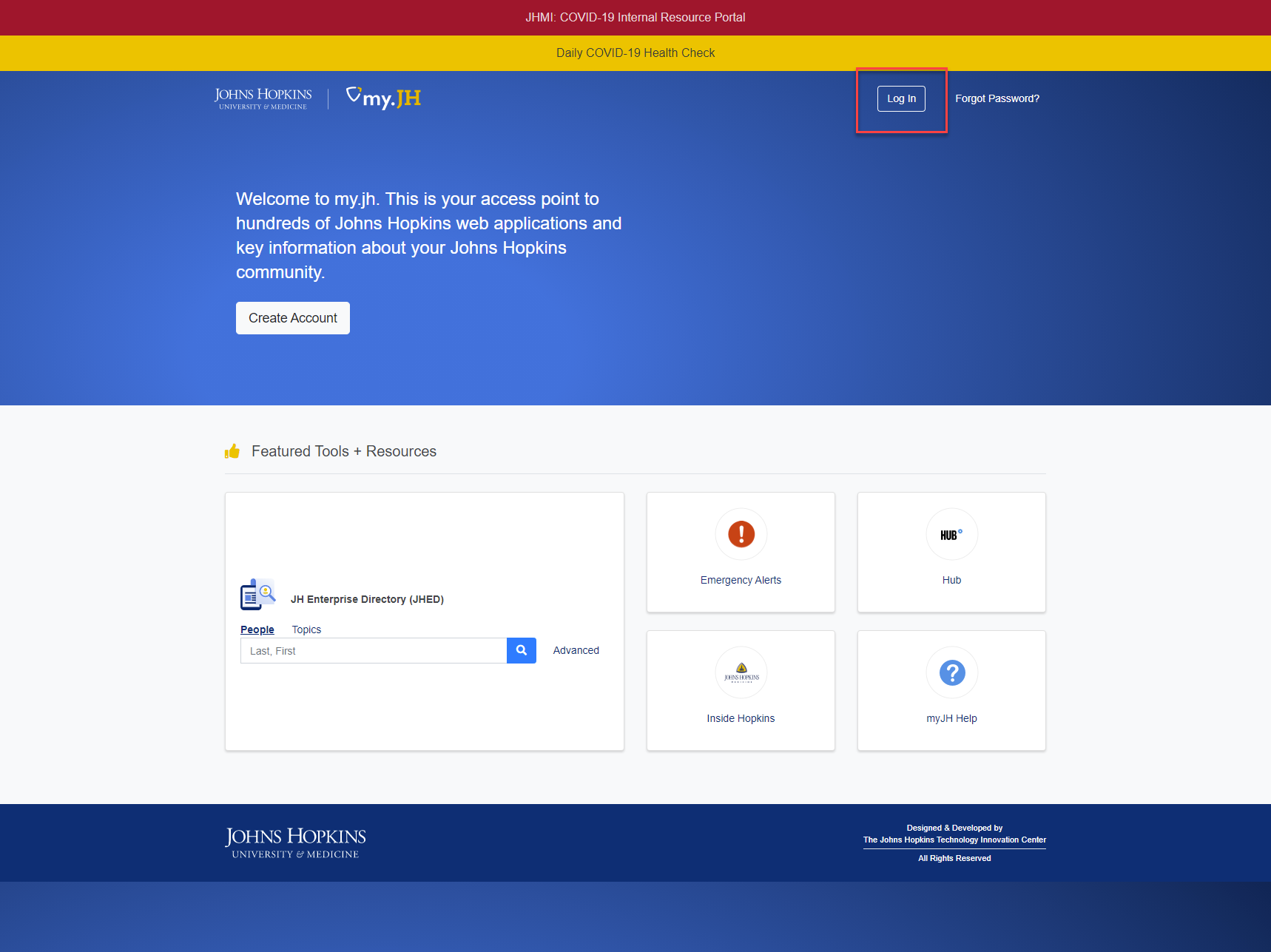
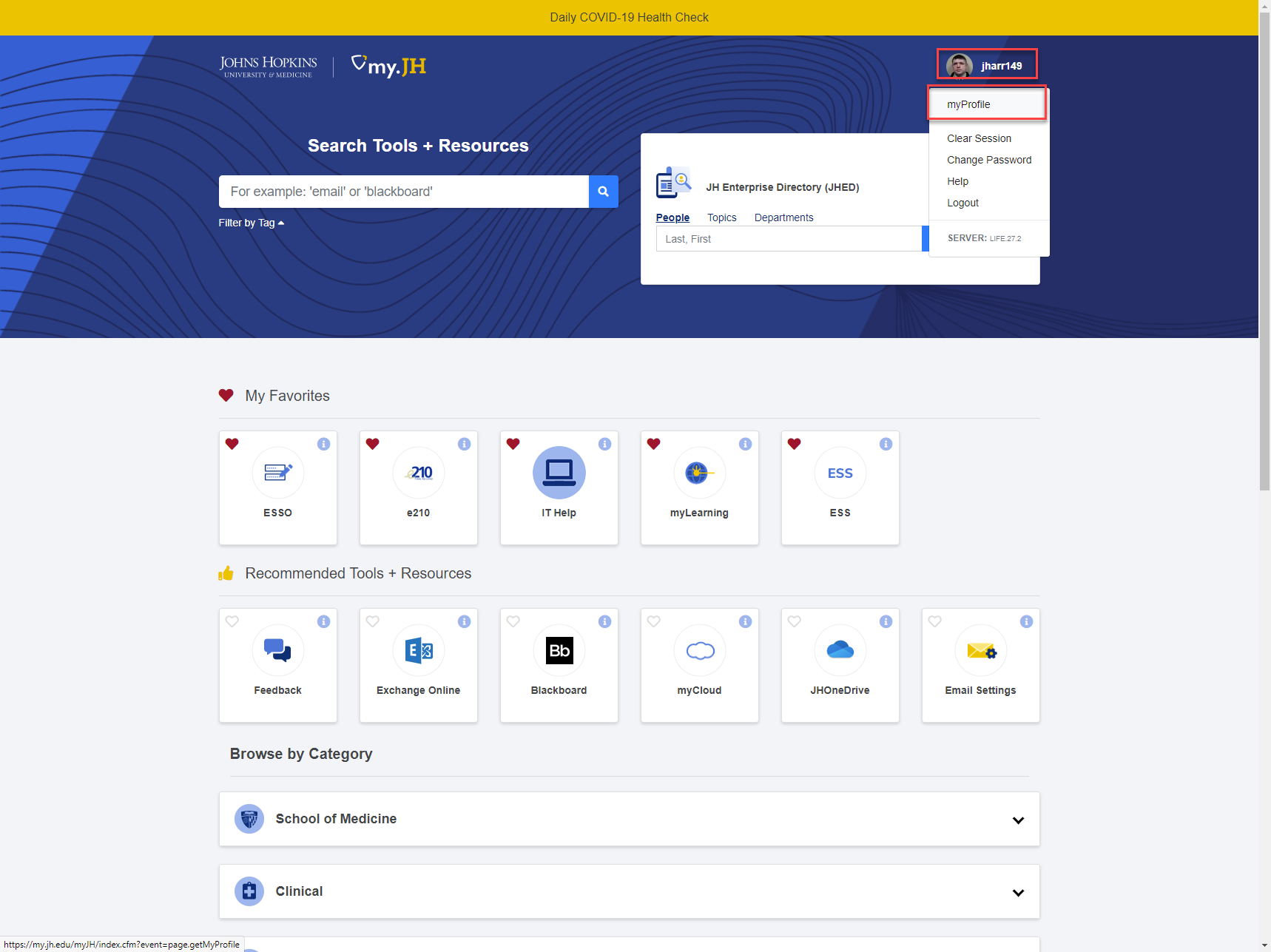
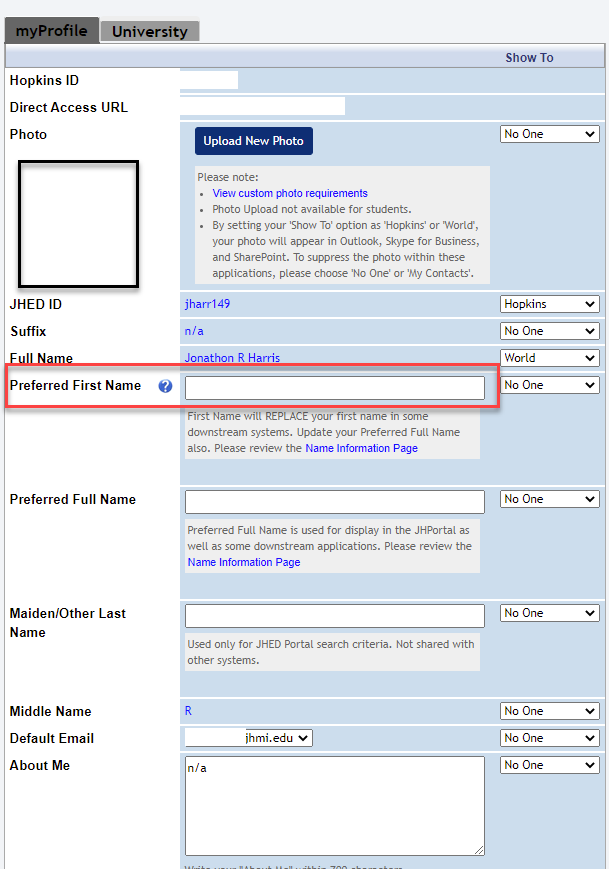
1. Login to my.JH: Navigate to the url:[https://my.jh.edu](https://my.jh.edu/) and click Login.



1. Click on your profile picture / user name in the top right hand corner of the page then select My Profile.



1. In the myProfile tab, update “Preferred First Name” field, which is located in the middle of the page:



1. Update and click Save My Profileat the bottom of the page

