

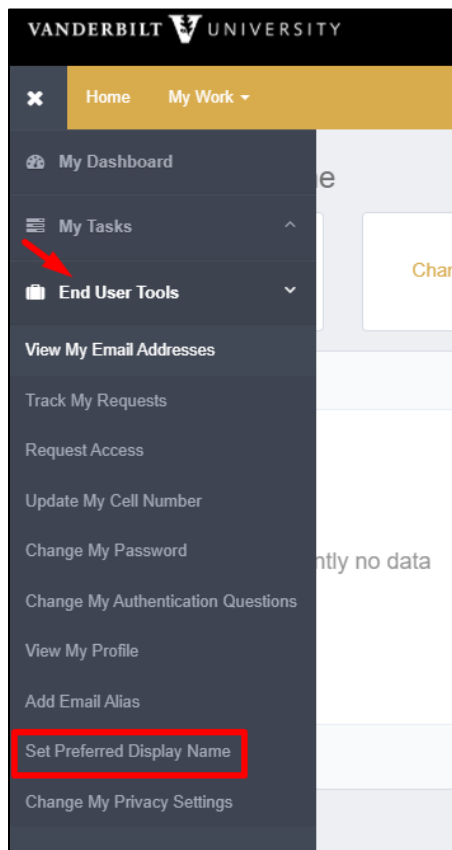
# Update Preferred Display Name in SailPoint

This is a guide for staff, faculty & graduate students to set preferred display name in SailPoint, which will update display name in the Global Address List and is reflected in Outlook, Skype, Teams, SharePoint & OneDrive. This update will NOT be reflected in People Finder. Users can only update their first name part of the display name, the last name cannot be changed.

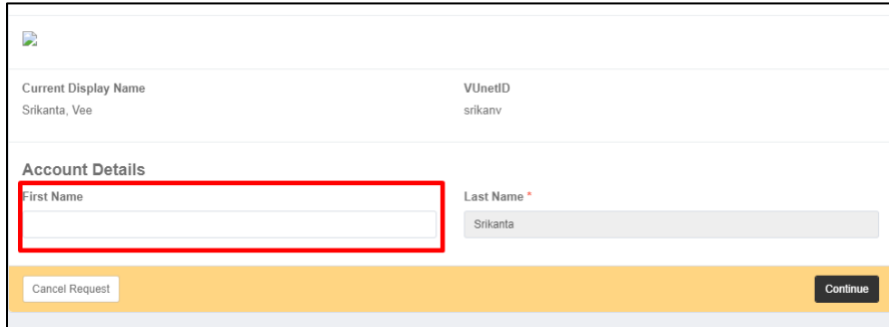
**Note: This will not apply for undergrad students.**

## SailPoint

1. Go to <https://idm-identity.app.vanderbilt.edu/identityiq/home.jsf>
2. Expand **End User Tools** and select **Set Preferred Display Name**



3. Enter your preferred display name in First Name under **Account Details** and click **Continue**



Current Display Name: Srikanta, Vee

VUnetID: srikanv

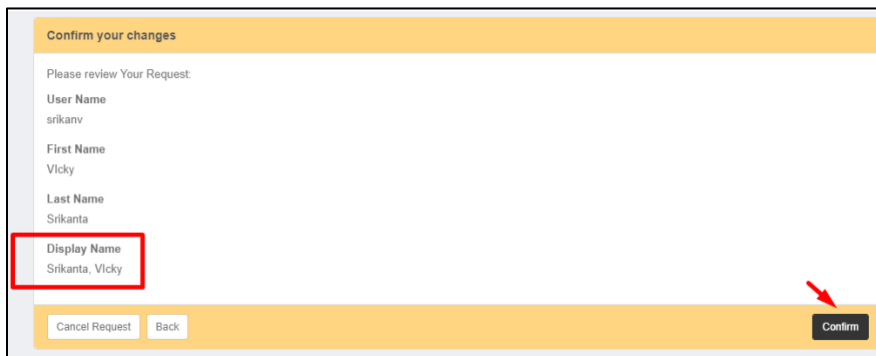
**Account Details**

First Name:

Last Name: Srikanta

Cancel Request Continue

4. Validate that the display name is correct, & click **Confirm**



**Confirm your changes**

Please review Your Request:

User Name: srikanv

First Name: Vicky

Last Name: Srikanta

Display Name: Srikanta, Vicky

Cancel Request Back Confirm

## Notes

- The new display name will be visible in Outlook, Skype, SharePoint & OneDrive and Teams Online within 2-3 hours
- Microsoft Teams desktop application may require clearing cache first. Please contact Desktop Support for assistance