

Chosen First Name Step-by-Step Instructions

Step 1. Log in to my.fiu.edu or myhr.fiu.edu, in the Employee Dashboard select the “Personal Details” tile.

The screenshot displays the FIU Employee Dashboard interface. At the top, there is a dark blue header with a yellow tab labeled "Employee". Below the header, the dashboard is organized into a grid of tiles. The "Personal Details" tile, located in the top row, second column, is highlighted with a red border. It features a circular profile picture of a person with a FIU mascot, the text "Personal Details", and "Empl ID 1234567". Other tiles include "My Forms", "Time" (with Sick 148.00 and Vac 207.00), "Announcements" (No Current Announcements), "Tax Information", "Payroll and Compensation" (Last Pay Date 07/31/2020), "Pending Approvals" (2), "Learning and Development", "Performance" (Next Due Date 09/11/2020), "Pay" (Last Pay Date 07/31/2020), "Benefit Details", "Tuition Waiver", "Total Rewards" (Total Rewards Statement 2019), and "Access Request".

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Step 2. Click the “Name” tab and select your name.

The screenshot shows a mobile application interface for an employee's profile. At the top, there is a dark blue header with a back arrow, the text 'Employee', and the title 'Personal Details'. Below the header, the employee's name 'Roary Panther' is displayed with a green checkmark and the role 'FIU Mascot' next to a small mascot icon. A vertical list of menu items is on the left, including 'Addresses', 'Contact Details', 'Marital Status', 'Name', 'Ethnic Groups', 'Emergency Contacts', 'Additional Information', 'Disability', and 'Veteran Status'. The 'Name' item is highlighted with a yellow background and a red border. To the right of this menu, the 'Name' section is visible, containing a red-bordered box with the text 'Roary Panther' and 'Current' followed by a right-pointing chevron '>'. The rest of the page is currently blank.

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Step 3. Enter your chosen first name into the Preferred First Name field. The Display Name shows how your name will appear in PantherSoft. Then, click “Save”.

Cancel **Name** Save

Change As Of	08/17/2020	
Name Format	English ▼	
Name Prefix	▼	
*First Name	Roary	
Middle Name		
*Last Name	Panther	
Name Suffix	▼	
Preferred First Name	ROAR	
Display Name	Roary (ROAR) Panther	
Formal Name	Roary Panther	
Name	Panther,Roary	