

## Setting Things Up

Now that you've logged in, let's set up some personal information.

**STEP Three** - You will know you have successfully logged in to myANC because the login line will now say your name. Here's what mine looks like:

Welcome back **Carol Mills** | [Personal Info](#) | [Logout](#) )

To set up your personal information, click on the words *Personal Info* next to your name.

Welcome back **Carol Mills** | [Personal Info](#) | [Logout](#) )

The following area now opens to you:

### My Info

- Account Info
- Photo
- Custom Info
- Privacy Settings

#### Name

**Preferred First Name:**

**Hide Middle Name:**

**Prefix:** None ▾

**Suffix:**

You will see the change to your preferred name online immediately, but it will only your preferred name, and will not change your actual name on record.

#### Email

**Email:**

1. Preferred First Name: *Put nothing in this box* if the first name you have showing is the first name you want to have showing. For example, my first name is Carol and it is

already showing so if I put Carol into the box it would show up as Carol Carol Mills and I don't want that. So, if the first name already showing on your login line is the way you want your first name showing, leave the box blank!

Additionally, do not type your last name into the Preferred First Name box. If you do, it will show twice because the system would pick up the Preferred First Name you entered (ex. Carol Mills) and then add the last name the system has for you (Mills) If you enter both your preferred first name and last name in the Preferred First Name box, it will show as in this example: Carol Mills Mills.

Hide Middle Name: However, what if you go by your middle name? What if my full name was Elizabeth Carol Mills but I always go by Carol and no one knows me by Elizabeth? Then you would type Carol into the Preferred First Name box and click the next box that says Hide Middle Name so that Carol would only show one time. There is no way to say Hide First Name so typing a preferred first name and hiding your middle name is the way to accomplish the same thing.

Changing your preferred first name does not change any official school records – it only changes the way your name is displayed in some myANC areas.

Prefix: You can continue to customize the way your name shows by choosing a prefix to display in front of your name. Choose from Mr., Mrs., Miss, Ms. and Dr. or just leave the prefix off by choosing none.

Suffix: Is Jr. part of your name?, or Sr.? The suffixes available to you are Jr., Sr., PhD and MD. Just leave the box blank if none of these apply to you.

Email: Your school email address will be automatically loaded into the Email box. If you notice this address is missing or incorrect, please contact ANC Help at [anchelp@smail.anc.edu](mailto:anchelp@smail.anc.edu).

When these entries are entered, click the SAVE button at the bottom of the screen. You can return here anytime by clicking the words Personal Info next to your logged in name and correcting or changing any information shown here.

Other tabs under Personal Info include:

Photo: Upload a photo no more than 133 by 133 pixels to show your picture to your instructor and other students.

Custom Info: Anything you want others to know about you – hobbies, interests, academic goals – it's your space.

Privacy Settings: Although your phone number may be available in the school database, you may not want it display with your contact information. Use this screen to control what information displays when your My Info button is clicked.