

Updating a Student's Preferred Name

Your Skyward Family Access account will allow you to manage your student's preferred name. A preferred name can be entered to provide a nickname or shortened name for your student.

1. Log into Skyward Family Access ([instructions for login here](#))
2. On the home page for your student, click the **Student Info** tab on the left-hand side of the screen.
3. Your student's information page will be displayed. On the top right side, above the school name, click the link that says **Request Changes for XXXX** (student name)
4. A drop-down menu will appear. Choose **Student Information** to access and update your student's preferred name.

Student Information

Home: [blurred]

School: [blurred]

Home: [blurred]

Call: [blurred]

Georgetown High School

Phone: (512) 943-5100

Grade: 12

Advisor: Ashley May

Discipline Officer: Amy Beran

Counselor: Ashley May

Gender: Female

Age (Birthday): [blurred]

Language: ENGLISH

Graduation Year: 2025

Other ID: [blurred]

Student Cell: [blurred]

Request Changes for

- Student Information
- Family Address
- Family Information
- Emergency Contacts
- Add Emergency Contact
- View History
- View Unread Denials

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

5. A new window will appear where you can enter the student's nickname or shortened name in the box labeled, **Other Name**.
6. Click **Save** when done.

Student Information for Sophia E. Salinas

General Information

First: [blurred] Middle: [blurred]

Last: [blurred] Suffix: [blurred]

Birthday: [blurred]

Other Name: Other Name

Home Phone: [blurred] Ext: [blurred]

Student Cell: [blurred] Ext: [blurred]

School Email: [blurred] Home Email: [blurred]

Allow Publication of Student's Name for:

Release to Military: No Release to Higher Ed: Yes Release to Public: No

Release to District: Yes Local: Yes

Save