

# Record Your Name Pronunciation

## Introduction

You can record your name in SIS to help others with correct pronunciation. This might be useful if your name has multiple pronunciations or is commonly mispronounced.

After recording your name, faculty and staff will be able to hear the recording within 24 hours. The recording will also be available in Canvas to faculty and classmates. Please follow the steps below to record your name.

## Record Your Name

1. [Log in to SIS](#) with your CWRU ID and associated passphrase. From the **Student Home page**, select the **Profile tile**.

Alternatively, use the menu and navigate to General > General > Profile.

The **Profile** screen appears.

2. Choose **Name Pronunciation** from the menu on the left.
3. Click the **Record** link.
4. A NameCoach widget screen appears with your details (Email, First name, and Last name).
5. Select the **Web Recorder** or **Phone** option to record your name pronunciation.
  - If you select **Web Recorder**, click the **Record** button and wait for the Record button to read “Ready,” then “Set,” and finally, “Record.” Press the stop button once you have finished. Note: your web browser may show a pop-up box requesting permission to use your microphone.
  - If you select **Phone**, enter your phone number to have the NameCoach system call you. Press **Call Me Now** when you are ready. You will get a call from the NameCoach system and will be able to record your name by following the automated instructions.
6. Click **Save Changes** and your recording will be saved.

You can play/rerecord your name pronunciation at any time.