This week’s Did You Know:

**PREFERRED NAMES INITIATIVE**

Pitt now allows students to provide a **preferred name for use in many University systems**. As part of the rollout of the **preferred names initiative**, KITS is working to incorporate preferred first names into JOE. In the first phase of the rollout, **preferred first names are displayed by default on all of the rosters** available to faculty through the My Classes tool in JOE. Preferred first name is also displayed by default on class profiles when viewed by staff. This includes the student list, the photo roster, and the Excel export. In the class list, students with a preferred name are denoted with a superscript “1” next to their first name. Hovering your mouse over the first name will display the legal name.

In the next phase of the roll out, we will display preferred name in the program lists available from the **Students** menu in JOE. The last phase will involve updating first names in other tools, such as the student directory.

If you have questions about preferred names in JOE, please contact **it@katz.pitt.edu**. For questions about Pitt’s preferred names initiative, read the **announcement from the Office of Diversity and Inclusion** and the **announcement from the Office of the Registrar**.

**WORKSPACE ERGONOMICS**

A person working in an **ergonomically designed workspace**, including chair, desk, keyboard, and monitor, is far less likely to experience discomfort during the workday, and less likely to develop repetitive motion injuries. Here are some tips to improve your workspace:

- You should be able to reach your keyboard and mouse with your shoulders relaxed, elbows bent, and hands and wrists roughly parallel to the floor
- The top of your monitor(s) should be at or below your eye level
- If your feet don’t comfortably rest on the floor when your seat is at an optimal height for your keyboard and monitors, look into getting a footrest

[See more tips and suggestions on setting up your work area.](#)

Pitt’s Environmental Health and Safety department has an **ergonomics consultant** that can evaluate faculty and staff office setups and make suggestions to improve your comfort while working. Call **Rick Schultz** at 412-624-8642 or email **ris1@pitt.edu** to make an appointment.

**And don’t forget:**

While it’s certainly easy to use the same password for every login, it’s not safe at all. Pick **different passwords** for your logins, and use a utility like **KeePass** to help you remember what goes where.