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 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.