

Name Pronunciation Tool Guide for Staff and Faculty

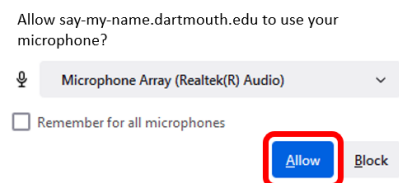
Log-in

To create a name pronunciation recording, log into the system.

1. Copy and paste this URL into your browser: <https://say-my-name.dartmouth.edu>
2. Log in using your NetID and password if prompted.

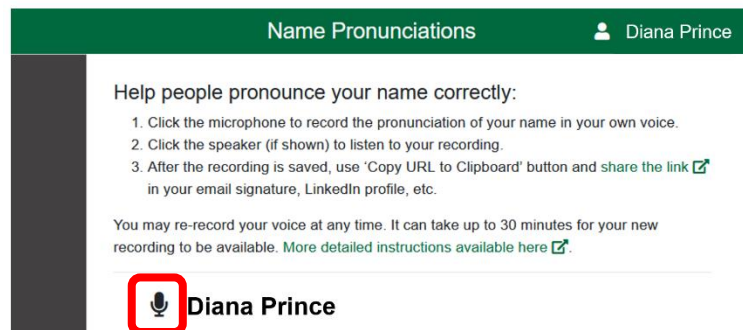
Record & Listen

1. Select **Allow** when a dialog box asks for permission to use a microphone connected to your device.

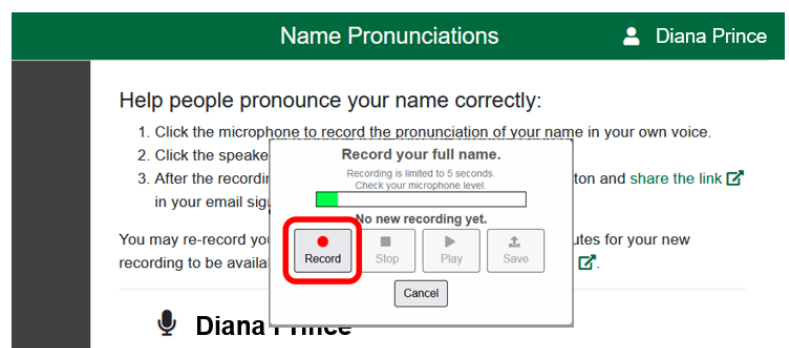


2. **Click on the microphone icon** to record the pronunciation of your name.

Clicking the microphone opens the recorder interface.

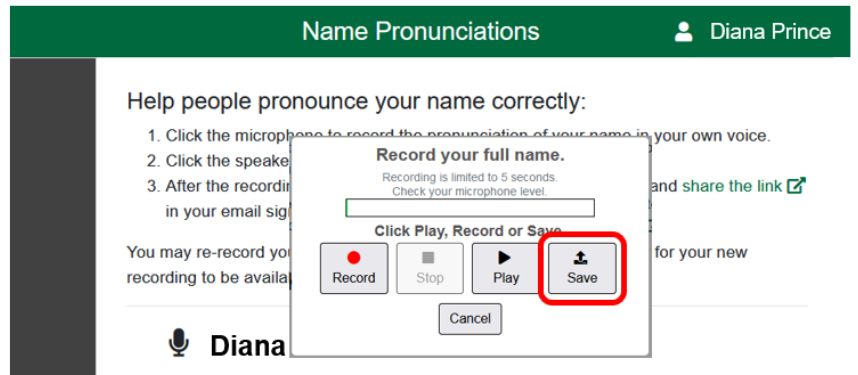


3. Select **Record** to record the pronunciation of your chosen or legal name. Recording is limited to five seconds.
 - a. Reduce/eliminate all background noise.
 - b. Speak slowly and clearly.



4. When you are finished recording, select **Stop**. The tool will automatically stop recording after five seconds.

5. Select **Play** to listen to your recording, select **Save** to save your recording, or select **Record** to re-record (replace the previous recording).



6. After the recording is saved, select the **Copy URL to Clipboard** button.

Then, use the link in step 3 of the [Name Pronunciations website](#) to learn how to share the link in your email signature, LinkedIn profile, or any location where a URL can be added.



You may re-record your voice at any time. It can take up to 30 minutes for your new recording to be available.

Update your Preferred Professional Name

Dartmouth staff and faculty may update their preferred professional name using [Employee Self-Service \(ESS\)](#). This is the same system used by employees to update their mailing address, gender identity, emergency contacts, and access other pay-related functions such as direct deposit, viewing pay stubs, updating tax information, etc.

Access the Employee Self-Service system [via this link](#) and update your preferred professional name under **Personal Information**. Additional guidance on other ESS functions are on this [payroll webpage](#).

Updates to preferred professional names take effect within 24 hours of the update by the employee.