Dear incoming students:

Greetings, and welcome to Pritzker! Before you arrive, we ask that you share a recording of your preferred first and last name pronunciation with us. We use name pronunciations in our Student Management System (SMS) so that our deans, course & clerkship directors, and staff can learn your names and make sure that they're spoken correctly. This information is never shared externally. Below you will find instructions on recording and uploading your name pronunciations via iPhone, Android, Windows, and Mac.

iPhone
1. Open "Voice Memos" from your iPhone
2. Record your pronunciation and click on the "..." ellipses on the bottom-left of the saved recording
3. Select "Save to Files"
4. Navigate to https://tinyurl.com/3r6h8wjw by typing the link into a browser or by using the QR code on the following page
5. Click "Select Files" and "Browse" from the drop-down menu, then search for the name of
your saved recording and select it. (By default, recordings will be named "New Recording 1, 2, etc.")
6. Click "Submit" on the bottom-right of the page and wait until the "Success!" screen appears

Android
1. Open "Voice Recorder" on your phone
2. Record and save your name pronunciation, making sure to remember the name of the saved file
3. Navigate to https://tinyurl.com/3r6h8wjw either by typing the link into a browser or by using the QR code on the following page
4. Click "Select Files" and "Files" from the drop-down menu, then search for the name of your saved recording using the search icon and select it
a. The search icon may not appear until you select your phone by using the "menu" button on the top-left hand side of the files screen and then clicking on the name of your device
5. Click "Submit" on the bottom-right of the page and wait until the "Success!" screen appears

Windows

1. Click on the Windows icon on the taskbar and search for/open "Voice Recorder"
2. Record and save your name pronunciation
a. To easily see where the file is saved, right-click on the recorded file and select "Open file location"
3. Navigate to https://tinyurl.com/3r6h8wjw using your computer's browser
4. Using the window in step 2a, drag and drop the recorded file into the browser window. Alternatively, you can click "Select Files" and search for the file manually.
5. Click "Submit" on the bottom-right of the page and wait until the "Success!" screen appears

Mac

1. Open "Voice Memos" from the applications drawer or by searching for the application in Spotlight.
2. Record your pronunciation and click on "Done" in the bottom-right corner.
a. Right click or control+click on the saved recording and select "Services" --> "Show in Finder" from the drop-down menu. (If no window opens, you may need to try a few times until the file window successfully appears.)
3. Navigate to https://tinyurl.com/3r6h8wjw using your computer's browser.
4. Using the Finder window you opened in step 2a, drag and drop the recorded file into the browser.
5. Click "Submit" on the bottom-right of the page and wait until the "Success!" screen appears.

Please let me know if you have any questions or experience any difficulties.

Eddy Markaj
Learning Technology Specialist
emarkaj@bsd.uchicago.edu