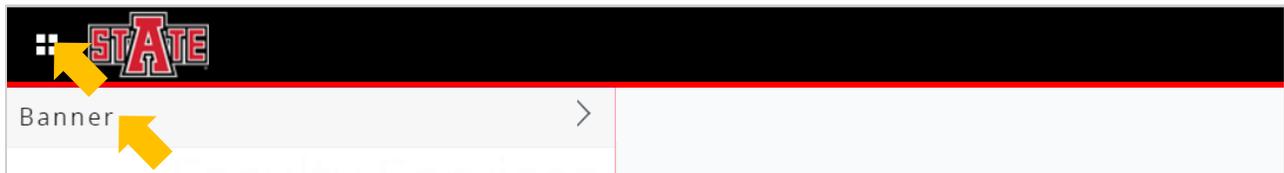


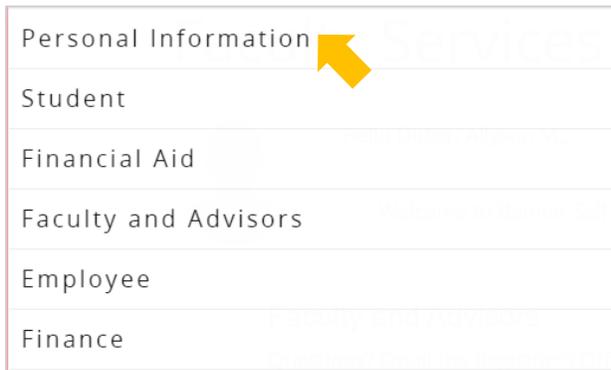
# UPDATE PREFERRED FIRST NAME

To update your preferred first name in Self Service (which then adjusts your display name in Canvas):

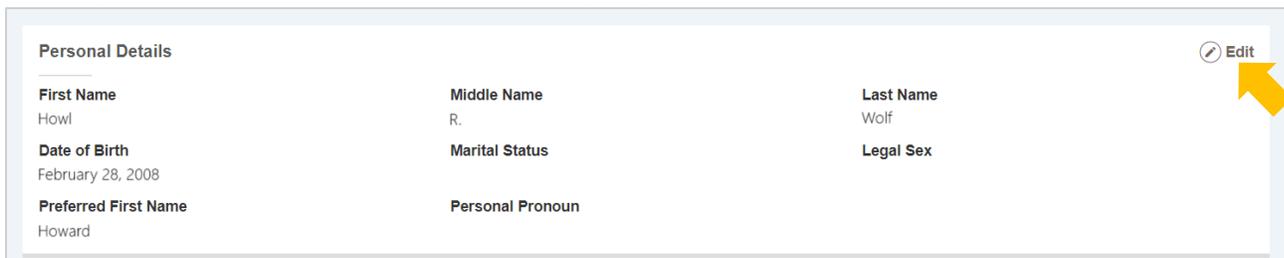
1. Select the *four-square menu button* on the upper left, then select **“Banner”**



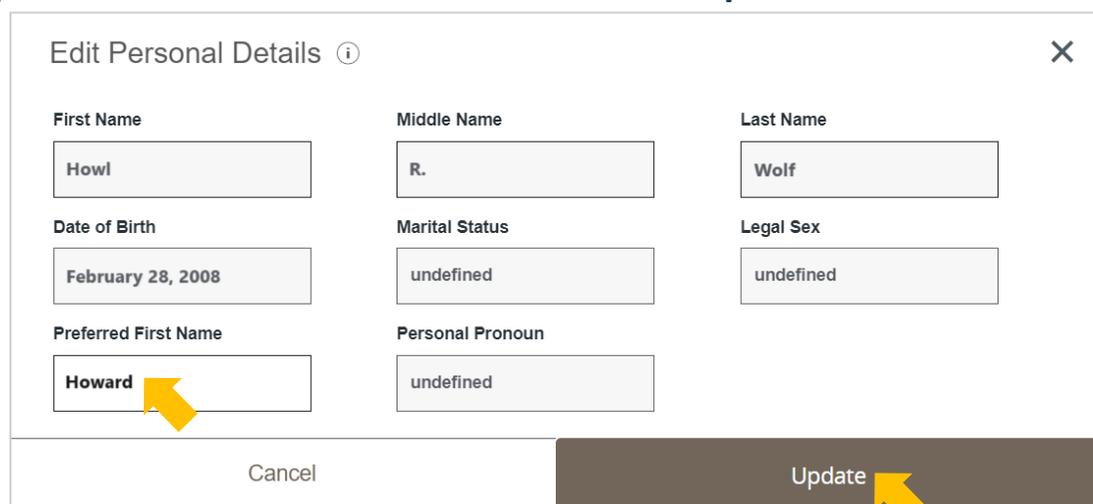
2. Select **“Personal Information”**



3. Your personal information will display. Under *Personal Details* select **“Edit”**



4. Enter your **“Preferred First Name”** and select **“Update”**



If you do not see your preferred first name adjusted as your display name in Canvas within 24 hours, please email [AOS@AState.edu](mailto:AOS@AState.edu) with your name and ID number for further assistance.