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"

Banner	

2. Select "Personal Information"

Personal Information
Student
Financial Aid
Faculty and Advisors
Employee
Finance

3. Your personal information will display. Under Personal Details select "Edit"

Personal Details			🖉 Edit
First Name Howl	Middle Name R.	Last Name Wolf	-
Date of Birth February 28, 2008	Marital Status	Legal Sex	
Preferred First Name Howard	Personal Pronoun		

4. Enter your "Preferred First Name" and select "Update"

Edit Personal Details	i		×
First Name	Middle Name	Last Name	
Howl	R.	Wolf	
Date of Birth	Marital Status	Legal Sex	
February 28, 2008	undefined	undefined	
Preferred First Name	Personal Pronoun		
Howard	undefined		
Cancel		Update	

If you do not see your preferred first name adjusted as your display name in Canvas within 24 hours, please email <u>AOS@AState.edu</u> with your name and ID number for further assistance.