

If changing preferred name **BEFORE** attending Michigan Tech:

- 1) Login to [banweb](#)
- 2) Go to the Personal Information tab
- 3) Select "Update Preferred First Name"
- 4) Enter name and hit "Set Preferred Name"

This process **will** change your name on:

- Class rosters
- Husky Card (Student ID)
- Housing and Residential Life
- Canvas and MyMichiganTech
- Google (Drive, Gmail, Calendar, etc)
- Mass emails from most people
- Printing (PaperCut)

This process **will not** change your name on:

- Banweb
- Financial Aid information
- Mass emails from some people
- Dining Services
- Quad Core (QCFC)
- Payroll
- Tax Documents
- Transcripts
- Diplomas and Certificates

If changing preferred name **AFTER** arriving at Michigan Tech:

1. Login to [banweb](#)
2. Go to the Personal Information tab
3. Select "Update Preferred First Name"
4. Enter name and hit "Set Preferred Name"

This process **will** change your name on:

- Class rosters
- Husky Card (Student ID)
- Housing and Residential Life
- Canvas and MyMichiganTech
- **Google (Drive, Gmail, Calendar, etc) (*special notes below*)**
- Mass emails from most people
- Printing (PaperCut)

This process **will not** change your name on:

- Banweb
- Financial Aid information
- Mass emails from some people
- Dining Services
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Special Note Regarding Google, the directory is updated when the preferred name is changed on Banweb. However, individual contacts are not. Google automatically saves contact information for people that are frequently contacted. This means that a change to the preferred name, even though it updates the directory, will not change the original individual contact. A change to the directory does not override saved contacts.

Now, this can obviously lead to problems, both professionally and personally.

To correct this, you must take the steps below in order to have the saved contact match the updated directory:

1. Figure out who may have emailed you enough to where Google automatically saved the contact
 - a. This can be determined by looking at past emails, especially group emails, and looking at the details to see the contact name
 - b. It can also be guesstimated as people who have emailed you frequently in the past.
2. Ask them to open google contacts
3. Search the old name
4. Hit delete (**do not change**)
5. Once deleted, try searching the old name again

- a. If nothing comes up, you did it correctly
6. Search the new name
 - a. If your contact card with the correct name comes up, you did it correctly
7. Repeat the process for anyone who has this issue

Ex. Blizzard T. Husky

Old Directory Profile - Blizzard T. Husky - blizzard@mtu.edu

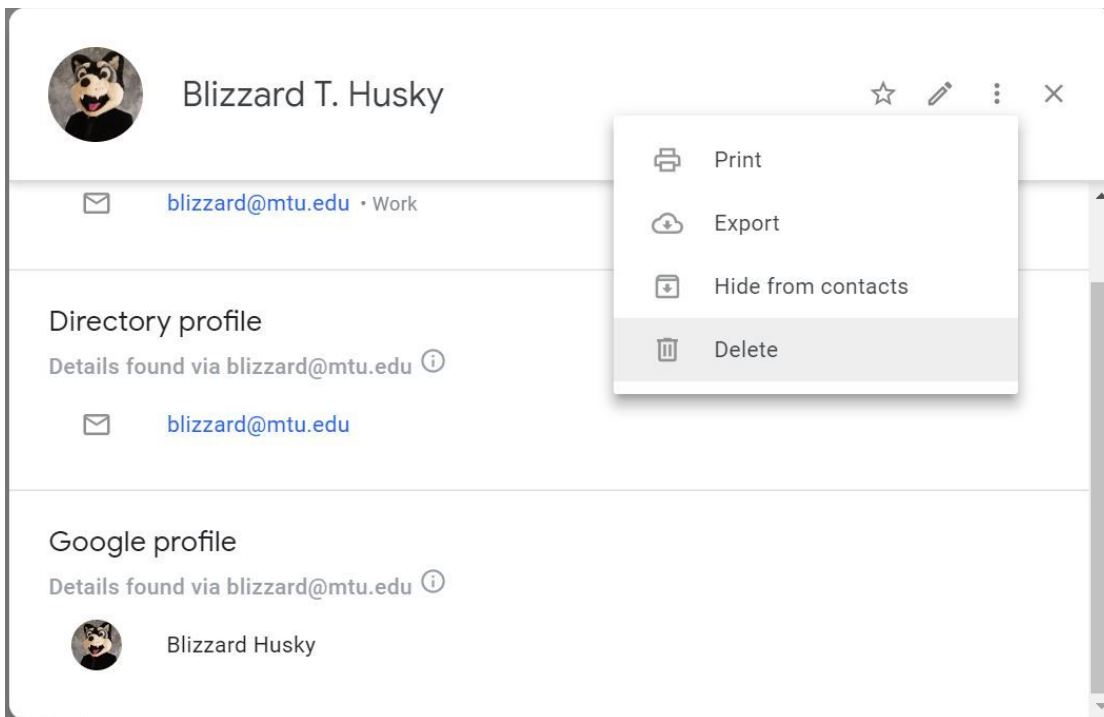
Let's say Blizzard changed their preferred name to Blizzard Husky, but I still have the personal contact saved as Blizzard T. Husky

Now, Directory Profile - Blizzard Husky

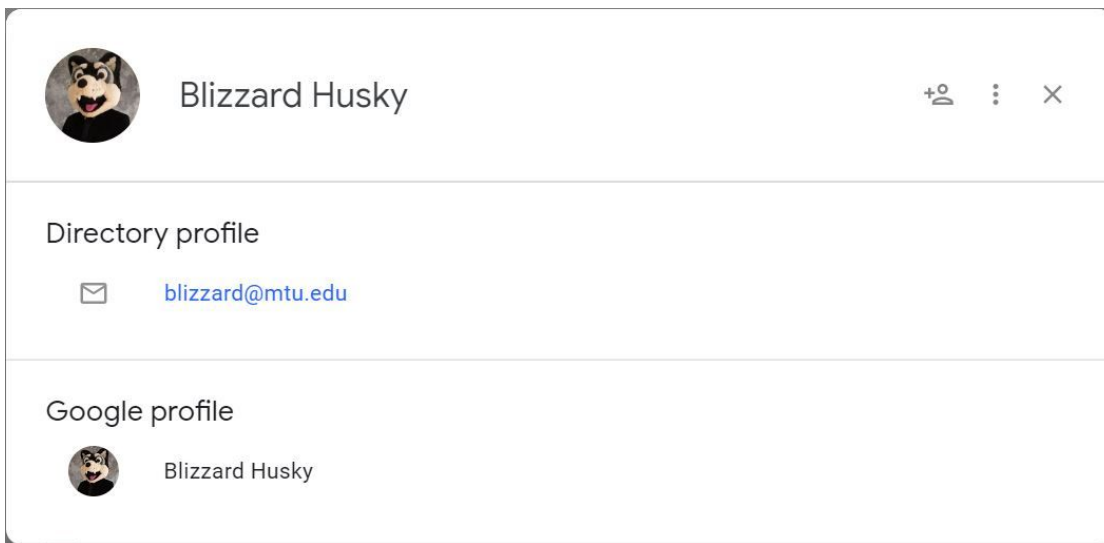
My personal contact for blizzard@mtu.edu - "Blizzard T. Husky"

The screenshot shows a contact card for "Blizzard T. Husky". At the top left is a circular profile picture of a husky. To the right of the name are icons for a star, edit, more options, and close. Below the name is a section for "blizzard@mtu.edu" with an envelope icon and the label "Work". The next section is titled "Directory profile" and includes the text "Details found via blizzard@mtu.edu" with an information icon, followed by an envelope icon and the email address "blizzard@mtu.edu". The final section is titled "Google profile" and includes the text "Details found via blizzard@mtu.edu" with an information icon, followed by a circular profile picture of a husky and the name "Blizzard Husky".

Click on the three dots and hit delete



Now once the contact is deleted, search the contact again to ensure the change. Now the name on the top should match the directory profile.



If so then the process is done!

If changing legal name **AFTER** arriving at Michigan Tech:

1. Send in the required legal documents to the Registrar's Office
 - a. Need driver's license, court order, social security card, passport, or any combination. It depends on your situation.
2. Send in the required legal documents to Financial Aid regarding student loans
3. Reach out to IT to get your new Michigan Tech email
4. If you changed your preferred name **before** arriving at Michigan Tech, then you are done, everything is changed! This is because the special case involving google did not occur
5. However, if you changed your preferred name **after** arriving at Michigan Tech, or have not changed your preferred name before changing your legal name but have attended Michigan Tech in the past, follow the *Special Note Regarding Google* outlined in "If changing preferred name after arriving at Michigan Tech"

This process **will** change your name on:

- Everything*

*The lone exception being if you fall into the category of number 5 above

This process **will not** change your name on:

- Nothing*

*The lone exception being if you fall into the category of number 5 above

If you have any issues with this, feel free to reach out to Anna Browne (ambrowne@mtu.edu) with questions.