Name Change Procedure

If changing preferred name BEFORE attending Michigan Technological University:

1) Login on to banweb (www.banweb.mtu.edu)
2) Go to “Personal Information” tab
3) Select “Update Preferred First Name”
4) Enter preferred name
5) Click “Set Preferred Name” or “Update Preferred Name”

This Process WILL change your name on:

- Class Rosters
- Husky Card (Student ID)
- Housing and Residential Life
- Canvas (http://canvas.mtu.edu/)  
- MyMichiganTech (https://mymichigantech.mtu.edu/)  
- Google (Gmail, Calendar, Drive, etc.)
- Mass emails from most people
- Printing (PaperCut)

This Process WILL NOT change your name on:

- Banweb (www.banweb.mtu.edu)
- Financial Aid Information
- Mass email from some people
- Dining Services
- Quad Core (QCFC)
- Payroll
- Tax Documents
- Transcripts
- Diplomas
- Certificates