

Name Change Procedure

If changing preferred first name **WHILE ACTIVE** 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 preferred first 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 preferred first name on:

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

Special Note Regarding Google, the directory is updated when the preferred first name is changed on Banweb. However, individual contacts are not updated. Google automatically saves contact information for frequently contacted people. This means that a change to the preferred first 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.

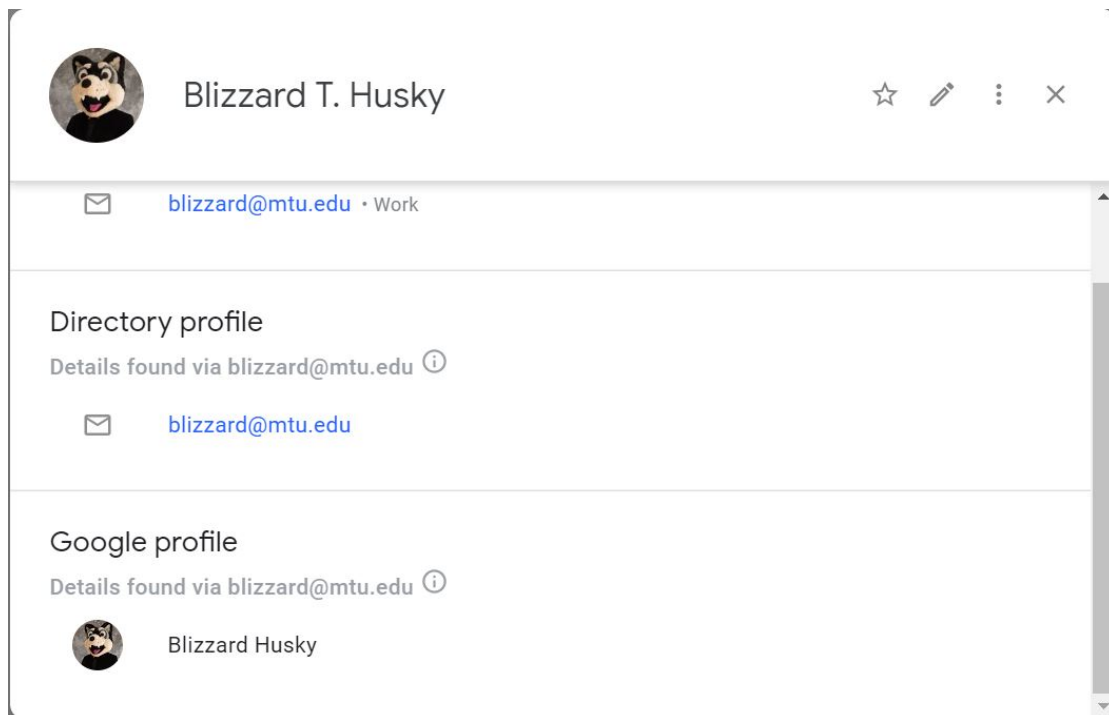
Ex. Blizzard T. Husky

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.

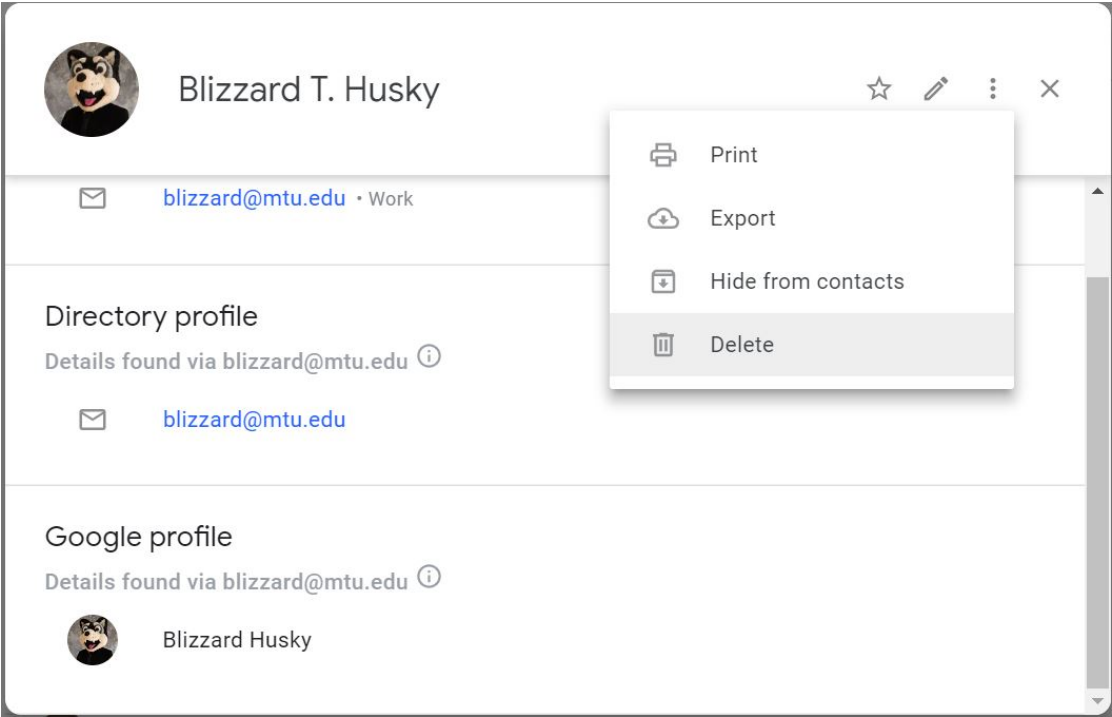
Now, Directory Profile - Blizzard Husky

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

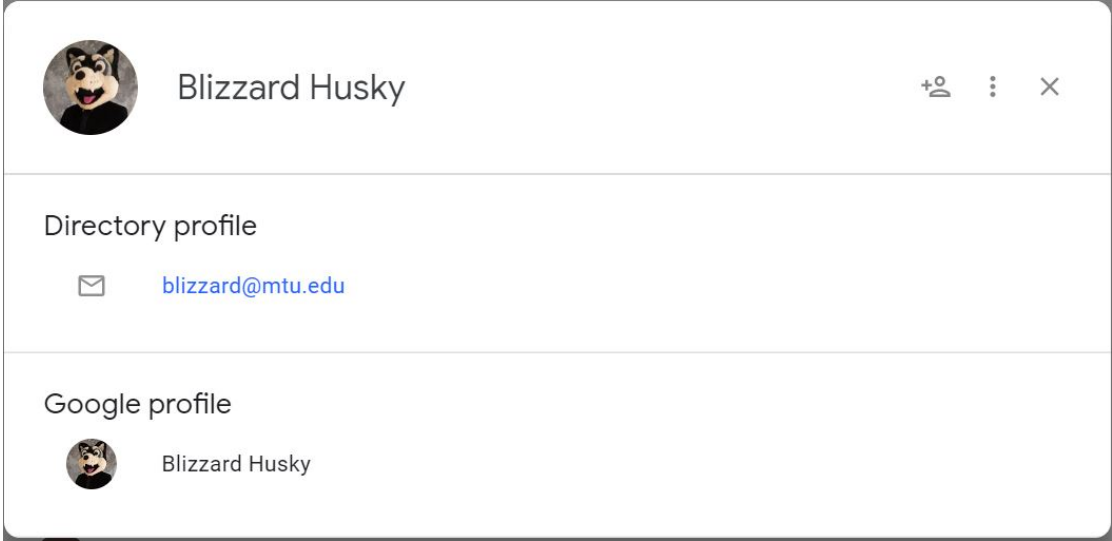


The screenshot displays a contact card for "Blizzard T. Husky". At the top left is a circular profile picture of a husky. To the right of the name are icons for a star, edit, more options, and close. Below the name is an email address "blizzard@mtu.edu" with a "Work" label. The card is divided into two sections: "Directory profile" and "Google profile". Both sections include an information icon. The "Google profile" section shows a different profile picture and the name "Blizzard Husky".

Click on the three dots and hit delete.



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 changing legal first name **WHILE ACTIVE** 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 first 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 first name **while active** at Michigan Tech, or have not changed your preferred first name before changing your legal first name but have attended Michigan Tech in the past, follow the *Special Note Regarding Google* outlined in "If changing preferred first 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.