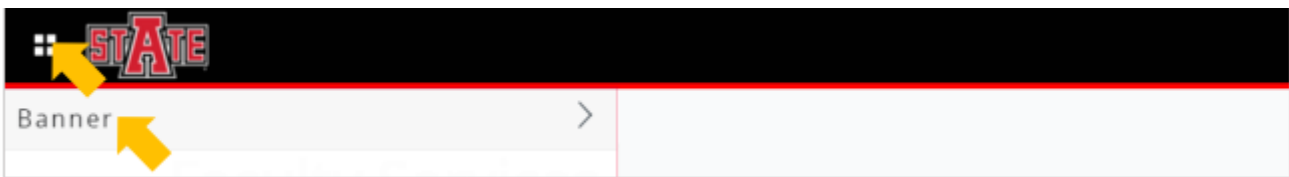


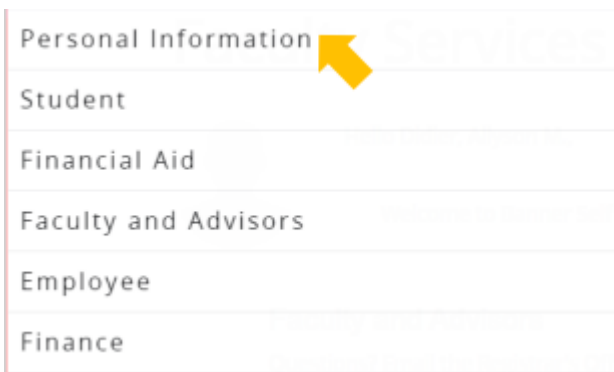
UPDATE PREFERRED FIRST NAME

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

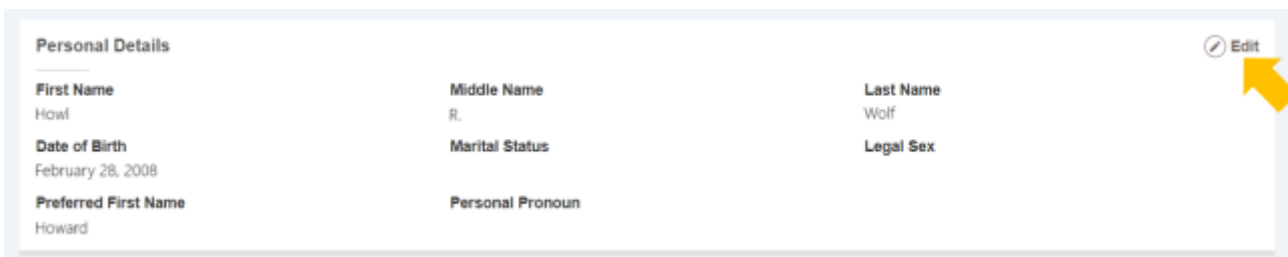
1. Select the *four-square menu button* on the upper left, then select “**Banner**”



2. Select “**Personal Information**”



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



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

Edit Personal Details ⓘ

×

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

Cancel

Update

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

Revision #1

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