

Changing Your Preferred Name

1. After browsing to My Apps in Blackboard select My Records and reports



2. From the My Records and reports window select Preferred Name



3. Type in the name you wish to be called in your first and last name then click preview name to see how the name will be shown **Note:** This will only change your display name it will not change your actual email address keep this in mind when changing your last name.

Preferred Name

*First Name:

*Last Name:

Display Name:

Formal Name:

Name:

[Return to Employee Self-Service](#)

4. Then click save after you click save a screen will pop up asking you to press OK, after you do this your name will be changed after a 24 hour period

