



**Registrar's Office
Preferred Name Form**

Student Legal Name

Student ID

Student Preferred First Name (Please print clearly)

Student Signature

The following Fitchburg State University applications will pull your preferred name:

Blackboard, OneCard, Falcon Key login credentials (Windows AD), Rec. Center (Conexion), Library (Voyager), TK20, Student Housing (Housing Director), IT HelpDesk (Perceptis).
(Student may change email *display name* in their email settings. See instructions on reverse side.)

The following Fitchburg State University application will NOT pull your preferred name. These are considered legal or permanent records that require your legal name.

Banner Student Records System (including Web4 self-service Banner). (Transcripts, bills, financial aid documents) Banner Student Records System utilizes your legal name. Class lists and grade rosters from Banner will display legal name.

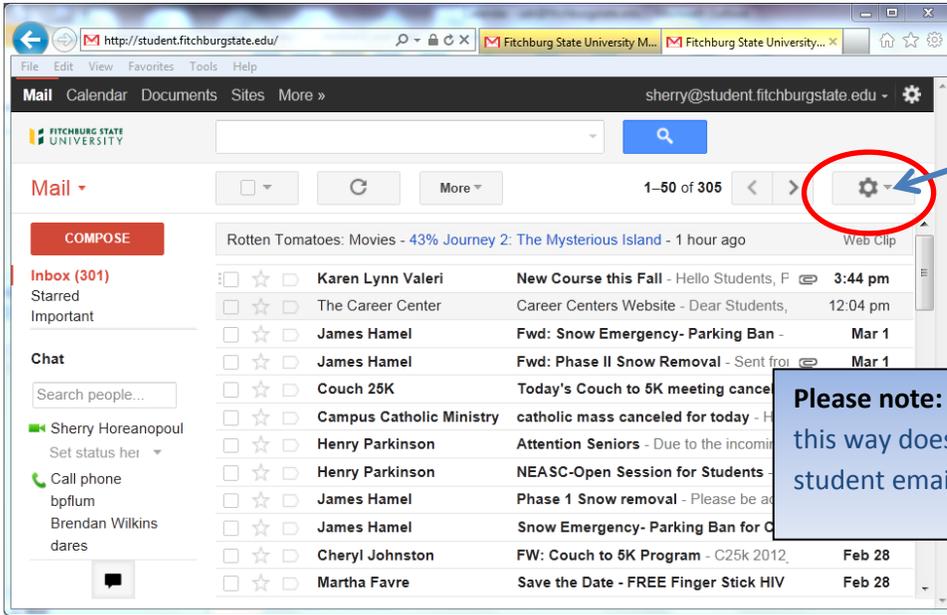
Your email *account* name (e.g. jsmith@student.fitchburgstate.edu) - Display name (e.g. "John Smith") may be changed (e.g. to "Jack Smith", your preferred name). See instructions on back of form.

Registrar's office only

Date entered

By

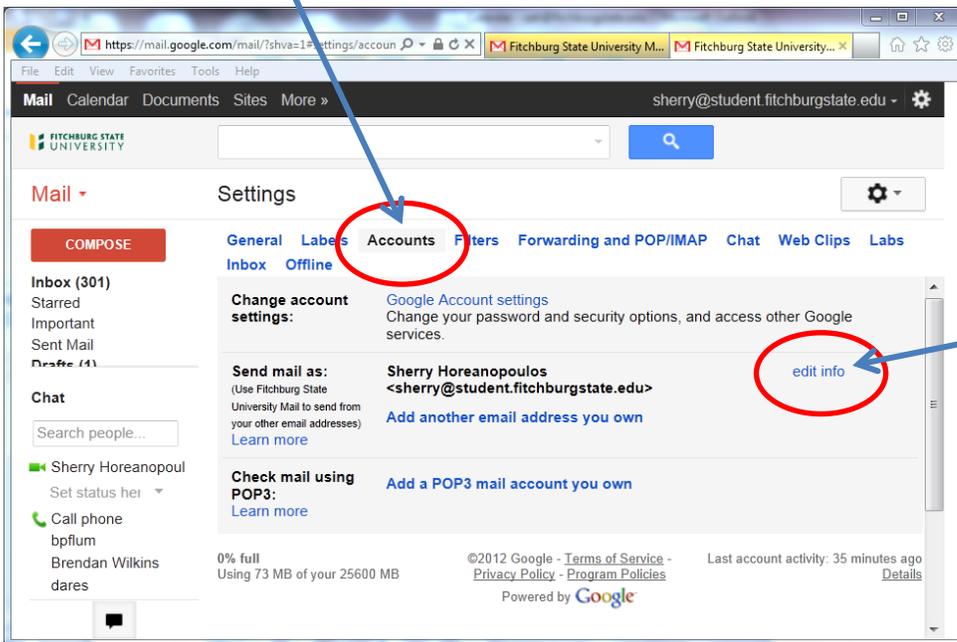
1. To change the name by which your GMail account delivers mail, open any web browser and navigate to <http://student.fitchburgstate.edu> and log into your account using your falconkey username and password.



2. Select this **Option Button** and then choose **"Settings"**

Please note: Changing your display name in this way does NOT change the actual student email address

3. Select the **Accounts** tab



4. Click **edit info**

5. Check the second radio button for **Name:** and enter the name you wish to use

