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](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