

PREFERRED FIRST NAME OPTION AVAILABLE

Steps to change your
preferred first name:

1. Log on to myUT
2. Scroll to 'My Other Resources'
3. Click 'Update Preferred First Name'
4. Type in your name & hit 'Update'

For assistance with changing your preferred name, contact
omss@utoledo.edu

Preferred Name
will appear on:

- * myUT Portal
- * Self-Service
- * Blackboard
- * Starfish
- * eDirectory
- * University email
display name

Legal Name
will appear on:

- * Banner INB
- * Official Transcripts
- * Enrollment
Verifications
- * Rocket/ID Card
- * Degree Audit
- * If legal name is
required

For questions regarding diversity and inclusion, contact
jennifer.pizio@utoledo.edu



**OFFICE OF DIVERSITY
AND INCLUSION**

THE UNIVERSITY OF TOLEDO



DIVISION OF STUDENT AFFAIRS

THE UNIVERSITY OF TOLEDO

Multicultural Student Success