



Name Change Procedure

If changing preferred name **BEFORE** attending Michigan Technological University:

- 1) Login on to [banweb](http://www.banweb.mtu.edu) (www.banweb.mtu.edu)
- 2) Go to “**Personal Information**” tab
- 3) Select “**Update Preferred First Name**”
- 4) Enter preferred name
- 5) Click “**Set Preferred Name**” or “**Update Preferred Name**”

This Process **WILL** change your name on:

- Class Rosters
- Husky Card (*Student ID*)
- Housing and Residential Life
- [Canvas](http://canvas.mtu.edu/) (<http://canvas.mtu.edu/>)
- [MyMichiganTech](https://mymichigantech.mtu.edu/) (<https://mymichigantech.mtu.edu/>)
- Google (*Gmail, Calendar, Drive, etc.*)
- Mass emails from **most** people
- Printing (*PaperCut*)

This Process **WILL NOT** change your name on:

- [Banweb](http://www.banweb.mtu.edu) (www.banweb.mtu.edu)
- Financial Aid Information
- Mass email from **some** people
- Dining Services
- Quad Core (QCFC)
- Payroll
- Tax Documents
- Transcripts
- Diplomas
- Certificates