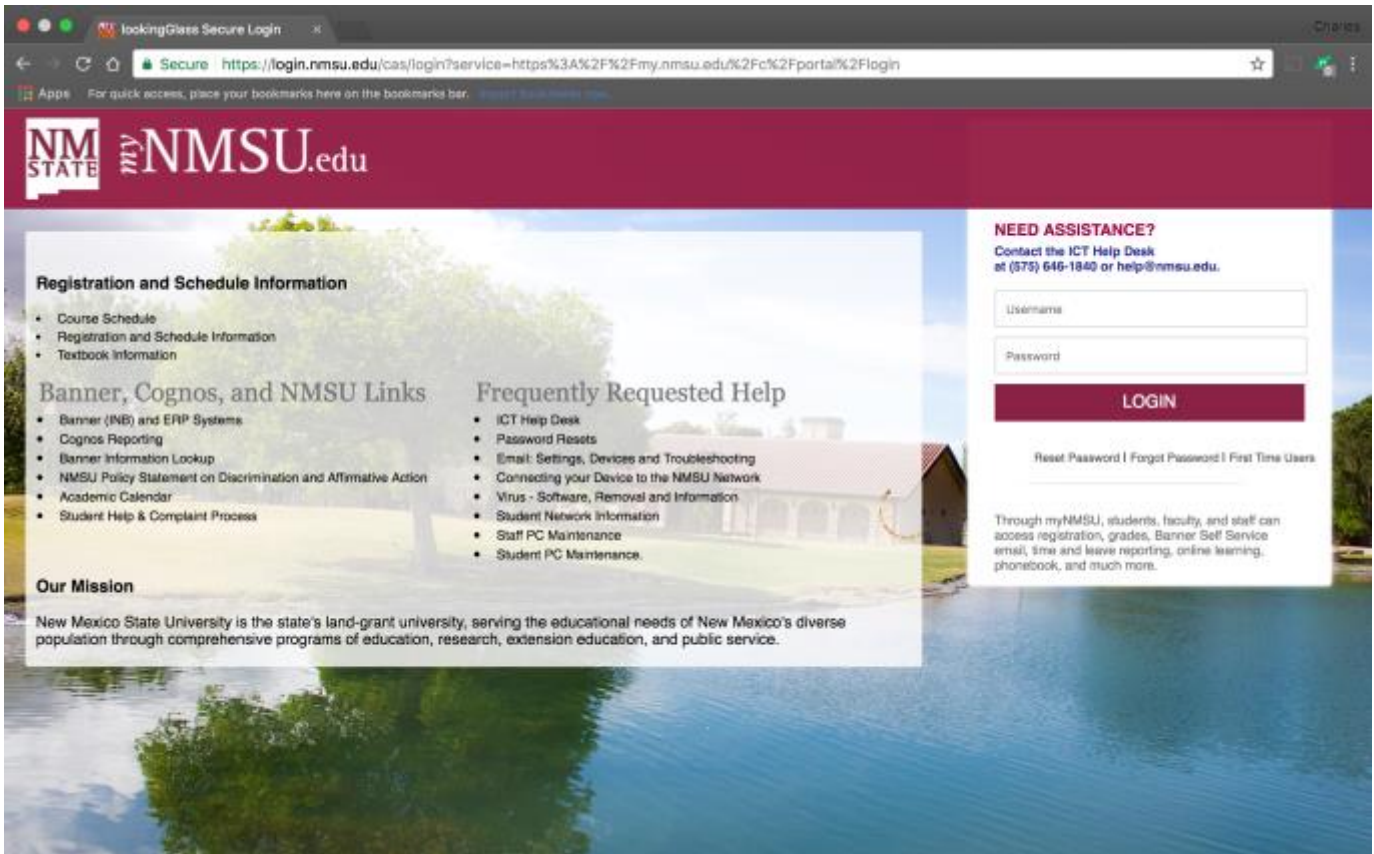


# New Mexico State University

## How to Change Your Preferred Name Via myNMSU

First, navigate to the myNMSU homepage. The link can be accessed via <http://my.nmsu.edu>



The screenshot shows the myNMSU login page in a web browser. The browser's address bar displays the URL: <https://login.nmsu.edu/cas/login?service=https%3A%2F%2Fmy.nmsu.edu%2Fportal%2Flogin>. The page features the New Mexico State University logo and the text "myNMSU.edu". The main content area is divided into several sections: "Registration and Schedule Information" with links to Course Schedule, Registration and Schedule Information, and Textbook Information; "Banner, Cognos, and NMSU Links" with links to Banner (INB) and ERP Systems, Cognos Reporting, Banner Information Lookup, NMSU Policy Statement on Discrimination and Affirmative Action, Academic Calendar, and Student Help & Complaint Process; "Our Mission" with a paragraph about NMSU's role; "Frequently Requested Help" with links to ICT Help Desk, Password Resets, Email: Settings, Devices and Troubleshooting, Connecting your Device to the NMSU Network, Virus - Software, Removal and Information, Student Network Information, Staff PC Maintenance, and Student PG Maintenance; and a "NEED ASSISTANCE?" section with contact information for the ICT Help Desk and a login form with fields for Username and Password, a LOGIN button, and links for Reset Password, Forgot Password, and First Time Users. A footer note states: "Through myNMSU, students, faculty, and staff can access registration, grades, Banner Self Service email, time and leave reporting, online learning, phonebook, and much more."

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Login using your myNMSU username and password. If you have forgotten your username or password, please call the ICT help desk at 575-646-1840. If you have never created an account, click on "First Time Users" or you can click on this link: <https://myaccount.nmsu.edu/activation>.

**NEED ASSISTANCE?**  
Contact the ICT Help Desk  
at (575) 646-1840 or [help@nmsu.edu](mailto:help@nmsu.edu).

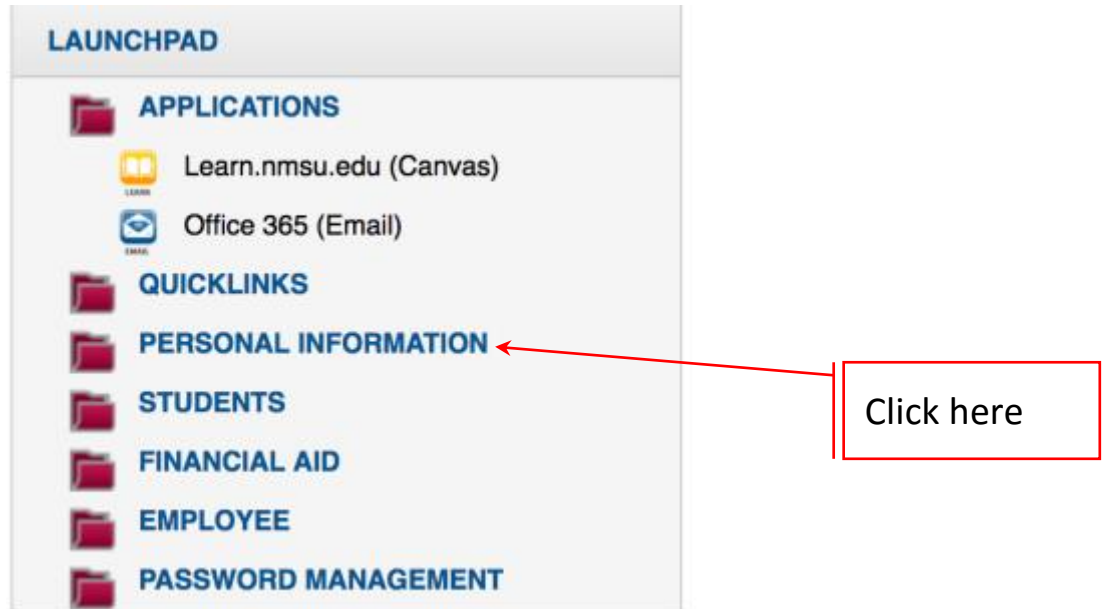
  
  
**LOGIN**

[Reset Password](#) | [Forgot Password](#) | [First Time Users](#)

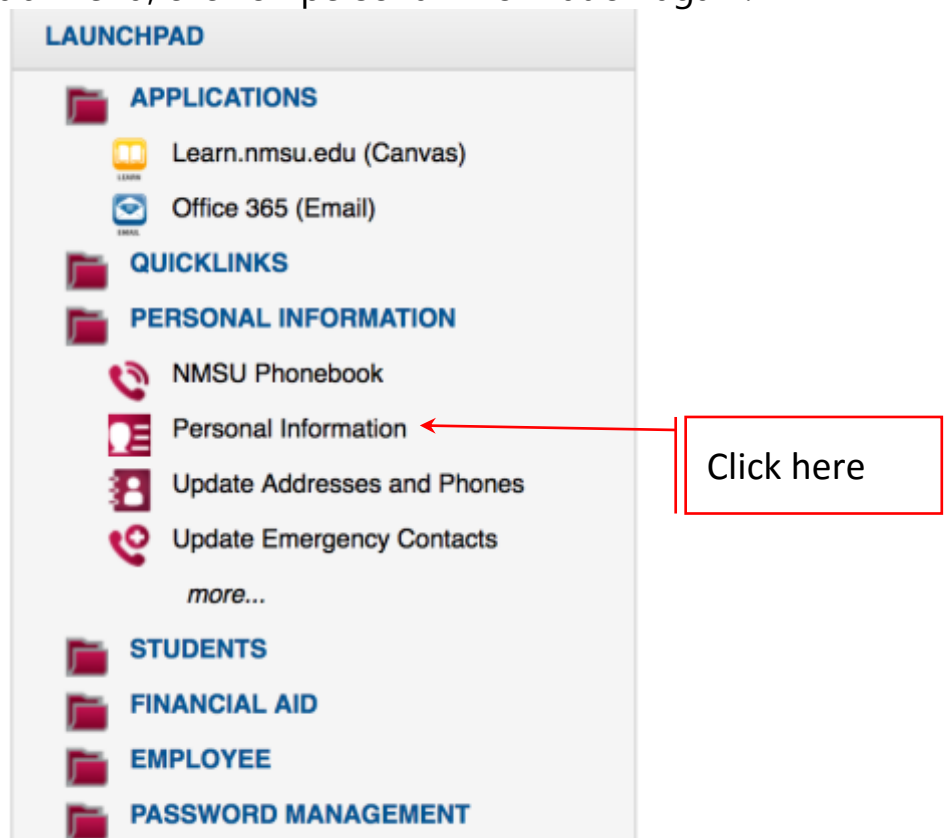
Through myNMSU, students, faculty, and staff can access registration, grades, Banner Self Service email, time and leave reporting, online learning, phonebook, and much more.

Once logged in, click on the "Personal Information" tab within the Launchpad.

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This will bring down a sub-menu, click on personal information again.



A new tab will open in your browser.

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Home - LookingGlass x Personal Information x Charles

Secure https://ssb.nmsu.edu/pban/twbkwbis.P\_GenMenu?name=bmenu.P\_GenMnu

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

**NM STATE** New Mexico State University

Personal Information Student Financial Aid Employee Proxy Access

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Personal Information

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- [Addresses and Phones](#)
- [E-mail Addresses](#)
- [Update Emergency Contacts](#)
- [View Emergency Contacts](#)
- [Update Marital Status](#)
- [Name Change Information](#)
- [Update Social Security Number](#)
- [Change your PIN](#)  
Need to update your PIN? Change it here.
- [Update Preferred First Name](#)
- [Veterans Classifications](#)
- [Disability Status](#)

RELEASE: 8.8.1

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Click on "Update Preferred First Name".

## Personal Information

- 
- [Addresses and Phones](#)
  - [E-mail Addresses](#)
  - [Update Emergency Contacts](#)
  - [View Emergency Contacts](#)
  - [Update Marital Status](#)
  - [Name Change Information](#)
  - [Update Social Security Number](#)
  - [Change your PIN](#)  
Need to update your PIN? Change it here.
  - [Update Preferred First Name](#)
  - [Veterans Classifications](#)
  - [Disability Status](#)

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Click here

Enter in your preferred first name.

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This form is available, so a faculty or staff member can choose an **email and LMS (Canvas) display name** that is of their choosing.

This includes adding a prefix or choosing a name other than their legal first name:

Examples are Joseph User wants to be Joe User, he would put Joe in the preferred first name field or Jane User wants to be Sally User, she would put Sally in the preferred first name field or if Joseph User Wants to be Dr. Joseph User, he would put Dr. Joseph in the preferred first name field or if Joe User wants to be Sally User, she would put Sally in the preferred first name field.

**Note: Please be aware that it may take up to 3 hours for your request to take effect.**

Preferred First Name:  Displayed as:

Preferred First Name:  **D**

Please make sure you  
Submit your Changes

You have now updated your preferred name inside of the myNMSU portal. Please allow 24 – 48 hours for the changes to take effect. If you have any questions or concerns about changing your preferred name, please call the ICT Help Desk at 575-646-1840. If you need to verify your preferred name for your orientation visit, please call 575-646-8038.

Go Aggies!