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
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.

Once logged in, click on the “Personal Information” tab within the Launchpad.
This will bring down a sub-menu, click on personal information again.

A new tab will open in your browser.
Click on “Update Preferred First Name”.

Enter in your preferred first name.
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!