Change Your Preferred Name in iStar and D2L

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When a preferred name is updated in **iStar**, a message is sent to D2L that overwrites the **First Name** and/or **Last Name** in the D2L user information. Your preferred name will display in **Classlist**, **Discussions** and **Groups**.

The Student Email Address goes by your official name in iStar and not by your preferred name, so there will be no changes to your D2L username. Your D2L username will be named after your **my.lonestar.edu** email which adheres to your official iStar name.

NOTE: If you go by a different name than your legal name, you must first change it in myLonestar before you can change it in D2L.

Change Your Preferred Name in iStar

1. Log in to myLoneStar and click the [Student] tile.



2. Click on the [Profile] tile.



3. On the profile tab, click **[+]** to add a new name.

< Back		Prof	ile
a			
Personal Details	Personal Biographic		
Contact Details	Personal Details		
Addresses			
Emergency Contacts		Gender	
Ethnicity	▼ Names	Social Security Number	
Privacy Restrictions	+		
Emergency Alerts	Name		Туре
	- man - man		Primary

4. From the **Type** drop-down menu, choose **[Preferred]**. Enter your preferred name in the appropriate fields.

Click **[Save]** in the top-right corner of the screen.

Cancel	Add Name	2 Save
*Туре	Preferred 🗸	
*Name Format	English 🗸	
Prefix	~	
*First Name	Bruce	
Middle Name		
*Last Name	Lee	
Suffix	~	

Change Your Preferred Name in D2L

Once you update your preferred name in iStar, it will automatically appear in D2L the next time you drop or add a class. If you would like the change to appear sooner, contact the **IT Service Desk** at **281.318.HELP (4357)**. After verifying that you have updated your name in iStar, the Service Desk will forward your request to the **LSC-Online** team to process the update in D2L.

NOTE: Changes to your preferred name will <u>**not**</u> change your legal name in iStar, your username, or your email. They will only change the way your name is displayed.