

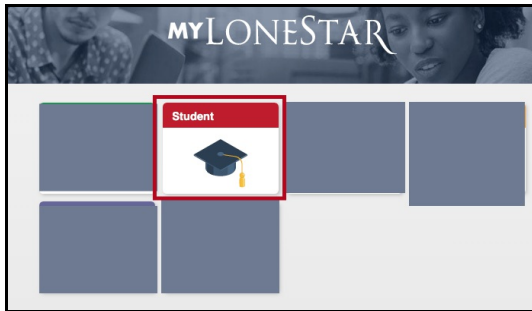
Change Your Preferred Name in D2L

Last Modified on 07/07/2020 2:13 pm CDT

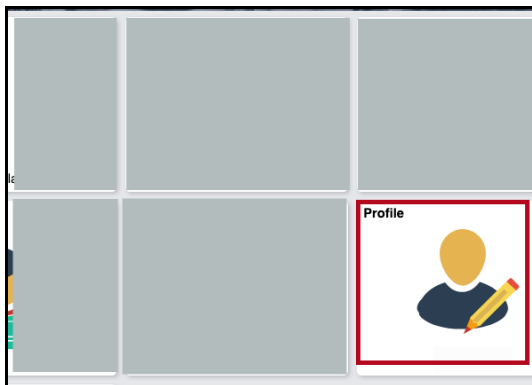
If you go by a different name than your legal name, you can change that in D2L. You must first change it in myLoneStar.

Change Your Preferred Name in iStar

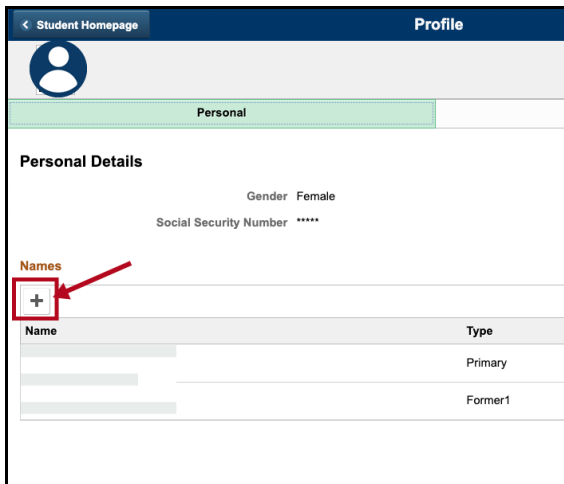
1. Log in your myLoneStar account and click the **Student** tile.



2. Click on the **Profile** tab.



3. On the profile tab, click the + button to add a new name.



4. From the "Type" drop-down menu, choose **Preferred**. Enter your preferred name in the appropriate fields, then click the **Save** button in the top right corner of the screen.

Cancel **Add Name** Save

*Type Preferred

*Name Format English

Prefix Ms

*First Name Hermione

Middle Name

*Last Name Granger

Suffix

Change Your Preferred Name in D2L

Once you have changed your preferred name in iStar, the preferred name will show up in D2L as soon as you either drop or add a class. If you would like it to show up sooner, you can contact the Service Desk once you have made the change in iStar.

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