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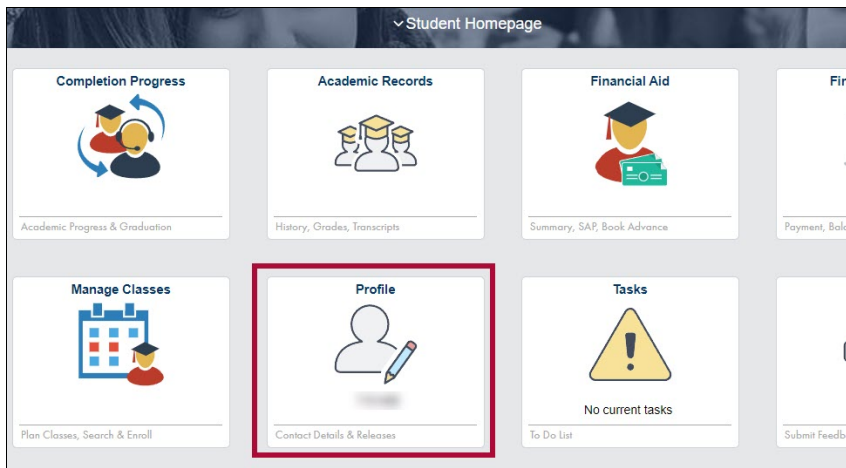
NOTE: If you go by a different name than your legal name, you must first change it in myLonestar before you can change it in D2L.
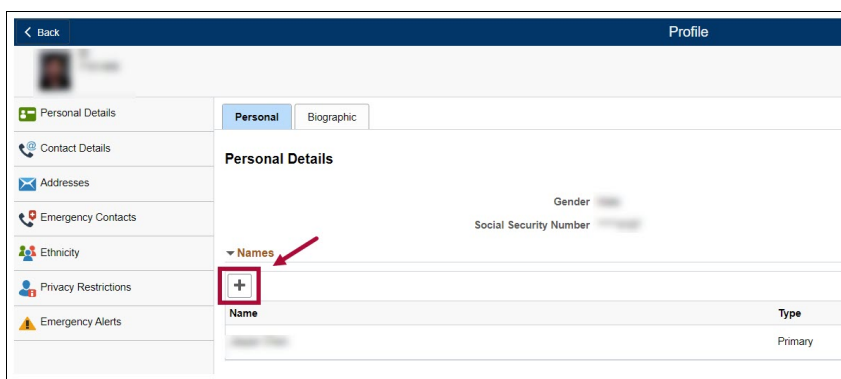
Change Your Preferred Name in iStar

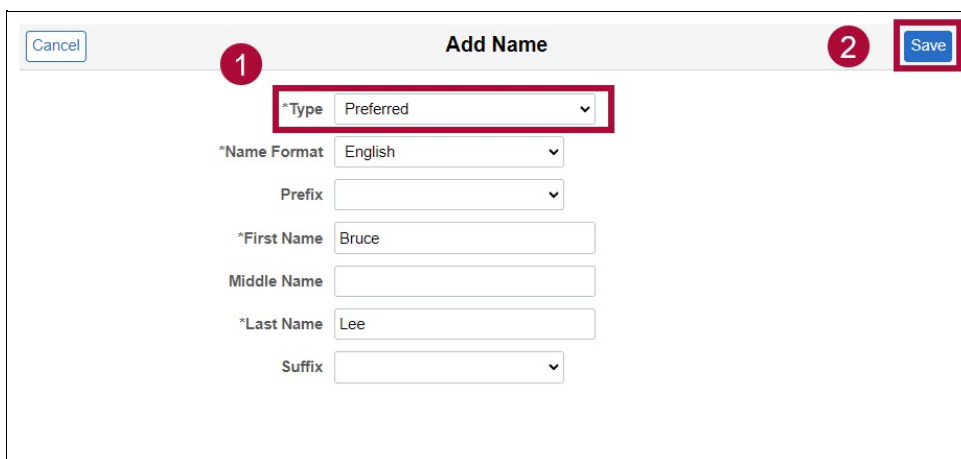1. Log in to **myLoneStar** and click the **[Student]** tile.

2. Click on the [**Profile]** tile.

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

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.

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 **IT Service Desk** at **281.318.HELP (4357)**. Please be sure to make the change in iStar first before you contact the Service Desk.

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.