



Student Instructions for Legal or Chosen Name Change

Legal Change of Name/Adding or Updating Social Security Number

One of the following types of documentation is required to make a legal name change on your academic record:

- State issued ID
- Passport
- Marriage license
- Divorce decree
- Adoption decree
- Certificate of naturalization
- Court Order
- Social Security Card
- Permanent Residence Card

For security purposes, DO NOT send secure information or documentation via email. All legal name changes must be submitted using our secure digital [Change of Name/SSN Form](#). This online form will allow the user to upload the required documentation.

Information about the form and impacts of this change:

- Access to this form requires that you use your Marian issued login credentials.
- Login credentials are created at the time a student is admitted based on the name provided on the application.
- Marian University cannot alter or change a student's username or Marian email address once login credentials have been issued, even if a legal name change has been submitted.
- Due to licensing agreements, the legal name change will not update to other systems used at Marian University
- Only a student's academic record will reflect the legal name change.
- The legal name automatically becomes a student's Preferred Name in the system. If you want the preferred name to read differently, you can provide a preferred name on the change of name form when submitting the legal change of name information.

Chosen Change of Name

You can elect to add a chosen name to your profile. A chosen name will not appear on any official academic records. If you wish to update your chosen name you can do this within your profile in both MUHUB and Canvas.

Adding a chosen name does not change the Marian issued email, but will change how your name appears on rosters within MUHUB. If you want your Marian Outlook Email Display Name to match your MUHUB chosen name, you must submit a ticket to the IT helpdesk to request that. We do ask that your chosen name in MUHUB and CANVAS match so instructions for all these steps are below:

MUHUB Instructions:

- 1) Log into MUHUB
- 2) Click on the head/shoulder's icon, that has the user name display beside it.
- 3) Click "user profile"
- 4) Click "Edit Personal Identity"
- 5) Update the "Chosen Name"
- 6) Save

Canvas Instructions:

- 1) Log into Canvas
- 2) Click on the Account button on the left-hand side. This will be below the student picture display.
- 3) Under Account, click "Settings", then click "Edit Settings" on the right-hand side. This will allow editing of name and listing of pronouns, if they would like.
- 4) Click "Update Settings" to save changes.

IT Ticket Instructions for Outlook Display Name Change:

- 1) Email helpdesk@marian.edu to create a ticket.
- 2) Sample email (please send this email from your Marian email account)

I am requesting that IT please change my current MU Email display name from XXXXXXX to XXXXXXX to match my MUHUB chosen name that I have recently updated.

- 3) IT staff will verify that new display name is listed in MUHUB before making the change. Please allow 5-7 business days for the change to be processed.
- 4) The ticket will be closed and the student will receive email notification when the change is complete.