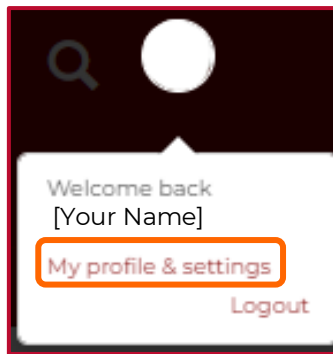


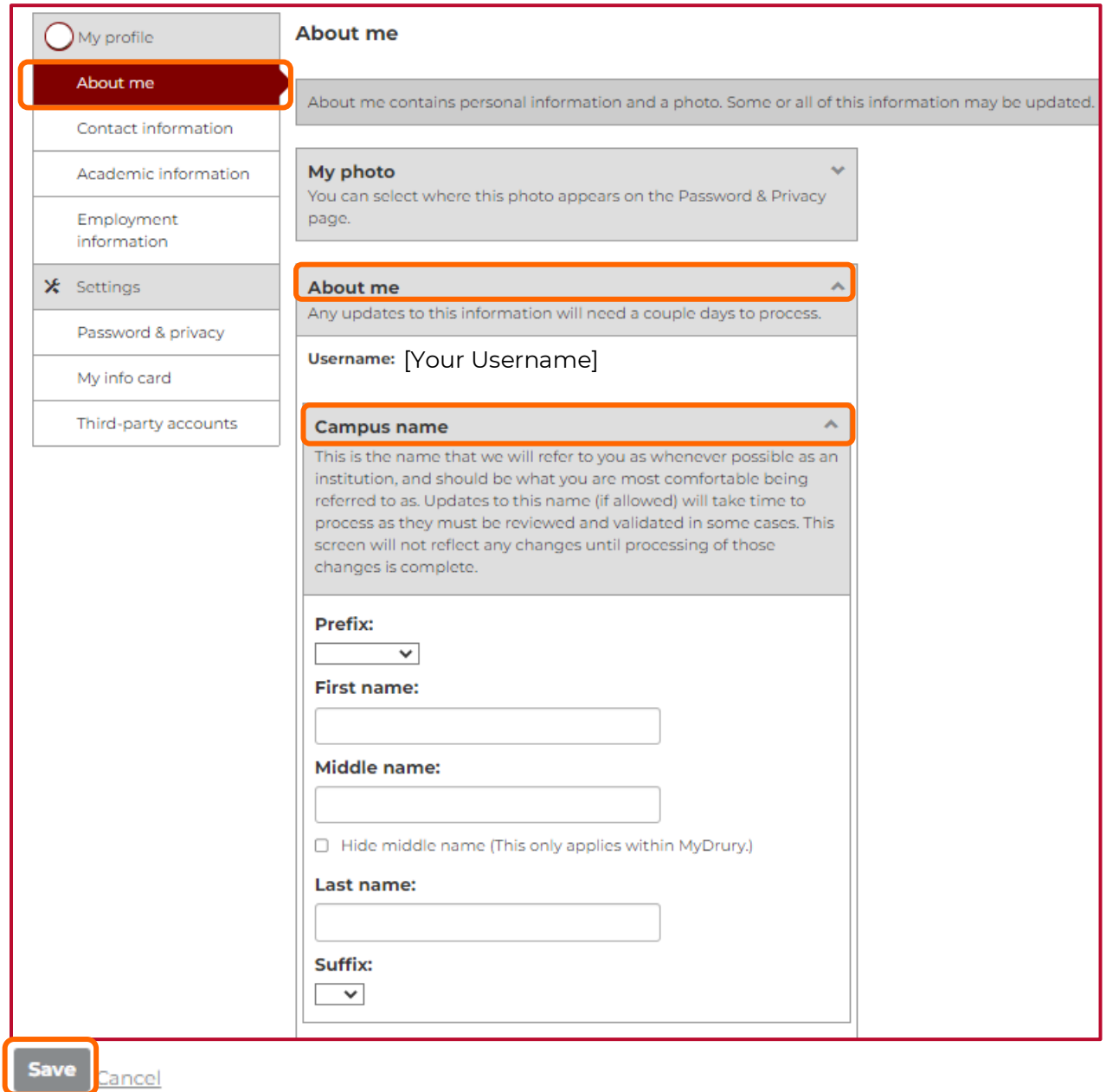
How to Update Preferred (Campus) Name

Instructions:

1. Log in to MyDrury.
2. Click on your picture in the top right corner of the screen.
3. Click **My profile & settings**.



4. Select **About me** from the left-hand menu.
5. Click the arrow next to **About me** to open the name options.
6. Click the arrow next to **Campus Name** to open the form.
7. Enter your preferred name as you would like it to appear.
1. Once you have entered your preferred name, scroll to the bottom of the page and click **Save**.
2. Your request will be processed within 48 hours.



My profile

- About me**
- Contact information
- Academic information
- Employment information
- Settings
- Password & privacy
- My info card
- Third-party accounts

About me

About me contains personal information and a photo. Some or all of this information may be updated.

My photo

You can select where this photo appears on the Password & Privacy page.

About me

Any updates to this information will need a couple days to process.

Username: [Your Username]

Campus name

This is the name that we will refer to you as whenever possible as an institution, and should be what you are most comfortable being referred to as. Updates to this name (if allowed) will take time to process as they must be reviewed and validated in some cases. This screen will not reflect any changes until processing of those changes is complete.

Prefix:

First name:

Middle name:

Hide middle name (This only applies within MyDrury.)

Last name:

Suffix:

Save **Cancel**