

# Student Name Update

First Name	Middle Name	Last Name	Student ID or SSN
Date of Birth	Phone Number	Email Address	

## Instructions

Use this form to update your primary and/or preferred name. Diploma names must be updated in your student center. It is the responsibility of the student to inform current professors of any name changes.

**\*Please note that Google Confidential is available to use through your Google account to protect emails with sensitive information.**

**Primary name** is the legal name associated with your records at Boise State. This name is reflected on your official and unofficial transcripts, as well as on a course grade roster.

**Preferred name** is the name you can change to what you wish. This name is reflected on your myBoiseState account, class roster, username, email, and Bronco ID card.

## Information to be Updated

### Primary Name

A valid driver's license or social security card is required to update your primary name.

Current primary name:

First Name	Middle Name	Last Name
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New primary name:

First Name	Middle Name	Last Name
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### Preferred Name

New preferred name:

First Name	Middle Name	Last Name
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## Username

Update my username to my new preferred name.

Updating your username can affect your ability to log in to Canvas or Broncomail for 24–48 hours.

## Additional Steps for Current or Former Boise State Employees

**Primary Name:** Current or former Boise State employees (faculty, staff, student employee, work-study, graduate assistant, etc.), must update your primary name with Human Resource Services (HRS). Please contact HRS at [hrs@boisestate.edu](mailto:hrs@boisestate.edu) or (208) 426-1616.

**Username:** Current Boise State employees must update their username with OIT Accounts. Please contact OIT Accounts at [accounts@boisestate.edu](mailto:accounts@boisestate.edu).

## Signature (required)

Student Signature

Date

*Registrar's use only:*  Current Employee  Former Employee  Not an employee