



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 or (208) 426-1616.

Username: Current Boise State employees must update their username with OIT Accounts. Please contact OIT Accounts at accounts@boisestate.edu.

Signature (required)

Student Signature

Date

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