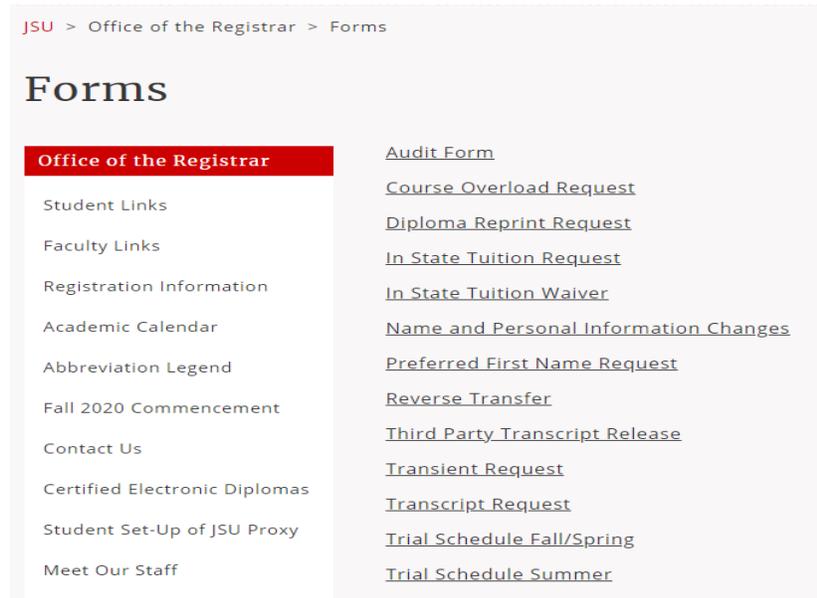


At Jacksonville State University, students are enabled to establish their preferred name through the Preferred First Name Request Process. Once it's completed, the preferred name will be reflected across many campus resources.

Step 1: From the Registrar's Office webpage, select [Student forms](#), and click on Preferred First Name Request.



Step 2: That link will take you to MyJSU. Please sign in and click the button that reads "Complete this Form."

Welcome to Dynamic Forms

Let's get started, [REDACTED].

The Preferred First Name Request form needs to be completed.



You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

Step 3: Your student number and your name on your academic record will automatically appear. Please add the preferred first name, digitally sign with your name on record and submit form.



Jacksonville State University
Registrar's Office
700 Pelham Rd N., Jacksonville, AL 36265
Phone: (256) 782-5400 Fax: (256) 782-5121
www.jsu.edu/registrar
registrar@jsu.edu

Preferred First Name Request

Jacksonville State University acknowledges that some students prefer to use first names that are not their legal names. The preferred first name will appear instead of the legal first name in the University systems and documents where it is technically feasible, except where the use of the legal name is required by University business, legal need, or state or federal statutes.

A preferred name must not contain offensive or obscene words and cannot be used for the purposes of fraud and/or misrepresentation.

To request a preferred first name please complete and sign the form below.

Student ID: * Legal Name (on file with University): *

Preferred First Name: *

* (click to sign)
Signature _____ Date _____

This form will notify the Registrar's Office to begin processing and confirming the name change in Banner/MyJSU and across other campus systems. This process generally takes one business day. An email will be sent to the student's JSU email once the change has been completed.

Once the form is processed in Banner/MyJSU, the student can also have a new student ID issued. Identification Cards are available at the ID office, located in the food court of the Theron Montgomery Building. Please let the representative know to use the preferred name on your ID. Students will be asked to turn in their old ID cards and should expect to be photographed for the new ID.

Your Canvas account will be updated when the system is updated, which occurs twice a day, morning and night.

Your instructor's digital class roster and your advisor's student profile in Banner will be updated once the change is saved by the Registrar's office.

If you have questions, please contact the Registrar's Office, the Office of Diversity & Inclusion, or the Office of Student Affairs.