



Name Changes

Policy

Official name changes must be made through the TWU Registrar's Office. Students may edit their display name to reflect name changes after official University records have been changed. Students are cautioned to not change their display name in Blackboard unless official changes have been made.

Procedure

Official name changes may be made by contacting the Registrar office.

Blackboard name changes:

- 1) Log in to Blackboard
- 2) On the left hand side of the screen under Tools select Personal Information
- 3) Select Edit Personal Information
- 4) Modify Name to reflect official name.
- 5) Click Submit.



Helpdesk
940-898-3971
helpdesk@twu.edu
<http://www.twu.edu/help-desk>

Blackboard Support
940-898-3706
blackboard@twu.edu
<http://www.twu.edu/blackboard>

