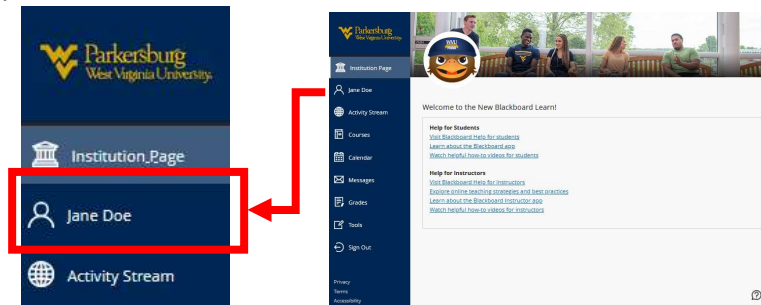
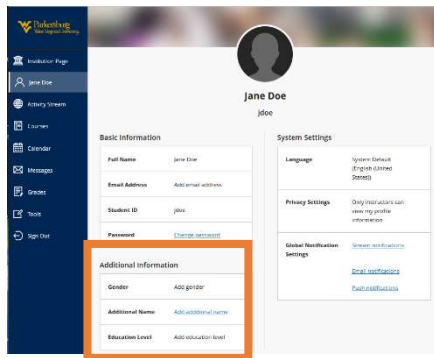


Updating your preferred name in Blackboard

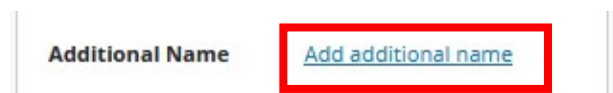
1. Sign in Blackboard: <https://blackboard.wvup.edu>
2. On the left, click on your name from the blue menu



3. Navigate to **Additional Information**.



- If you have not added an additional name, click **Add additional name**.



- If you have already added an additional name, hover over the name and click on the **Edit icon**.



4. On the Contact Information menu, you can make changes to your additional name and determine which first name is displayed. There are three options:

Display first name

Select how you would like your name to display: Instructors and administrators see both your full and additional name.

- Display first name
- Display additional name
- Display both your first and additional name

Additional Information

Student ID
jdoe

Card Preview



Display additional name

Select how you would like your name to display: Instructors and administrators see both your full and additional name.

- Display first name
- Display additional name
- Display both your first and additional name

Additional Information

Student ID
jdoe

Card Preview



Display both names.

Select how you would like your name to display: Instructors and administrators see both your full and additional name.

- Display first name
- Display additional name
- Display both your first and additional name

Additional Information

Student ID
jdoe

Card Preview



5. Once you have made all desired changes, make sure to click **Done** at the bottom of the screen to save your changes.