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# Update your first name displayed in Blackboard

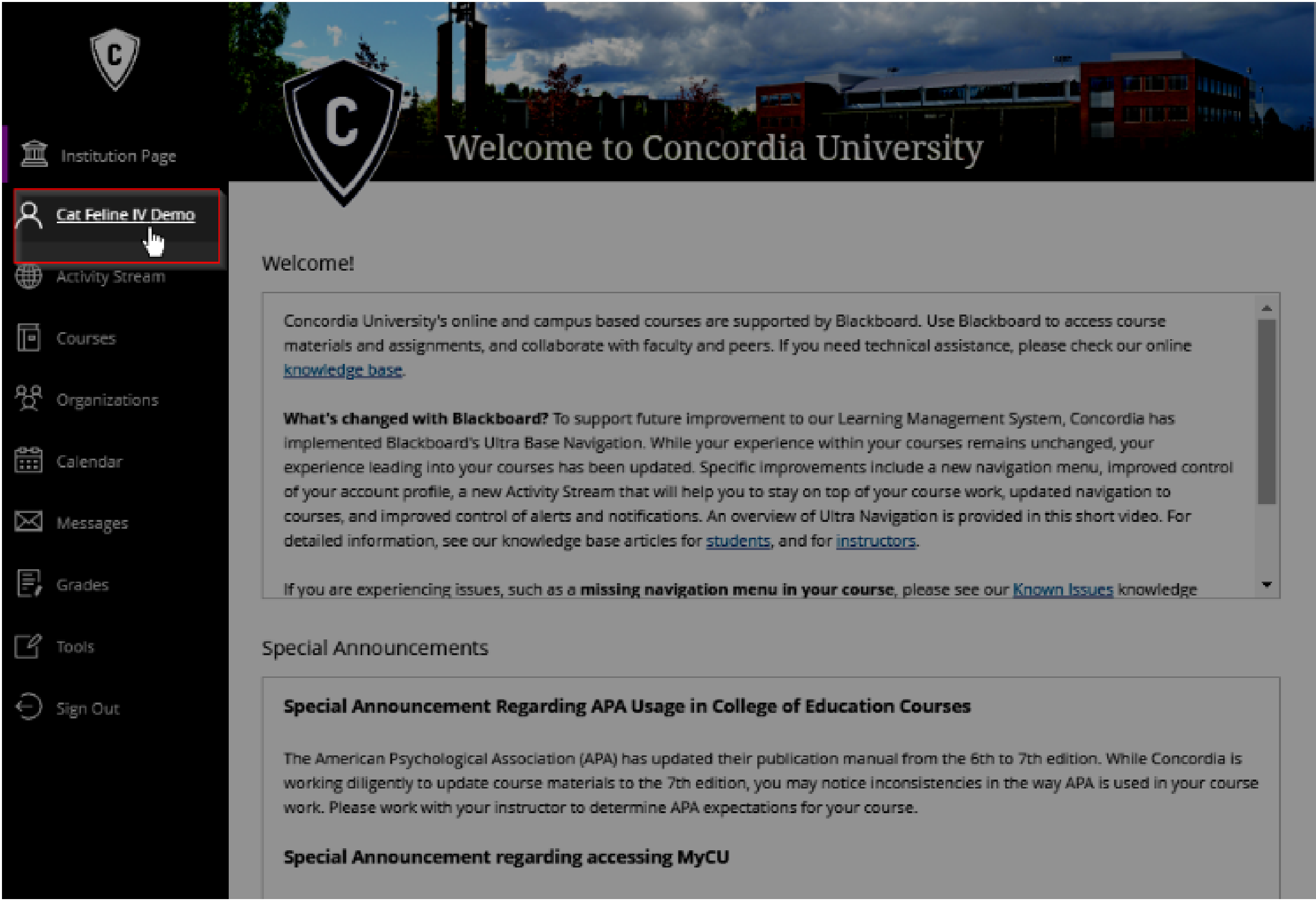
Blackboard allows you to change your displayed first name to promote a better sense of individuality when interacting in your classes. To update your preferred first name in Blackboard's user profile, use the instructions below.

**Please Note:** Updating your preferred name in Blackboard is NOT submission of a name change, or updating your official academic record.

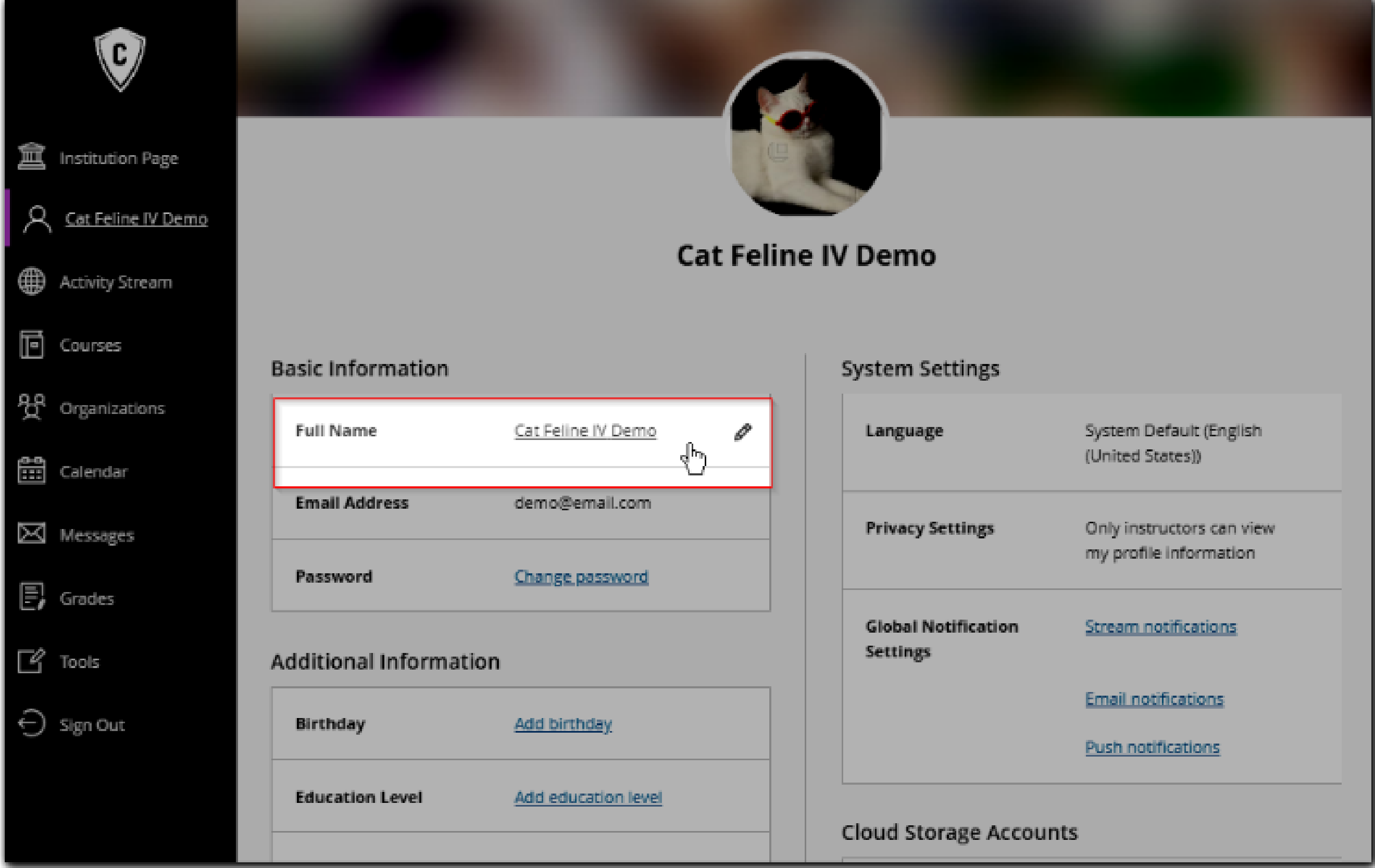
For information on legal name changes to your Concordia University academic record, please see our official [Name Change policy](#).

If you are a CCNY student, [please click here](#).

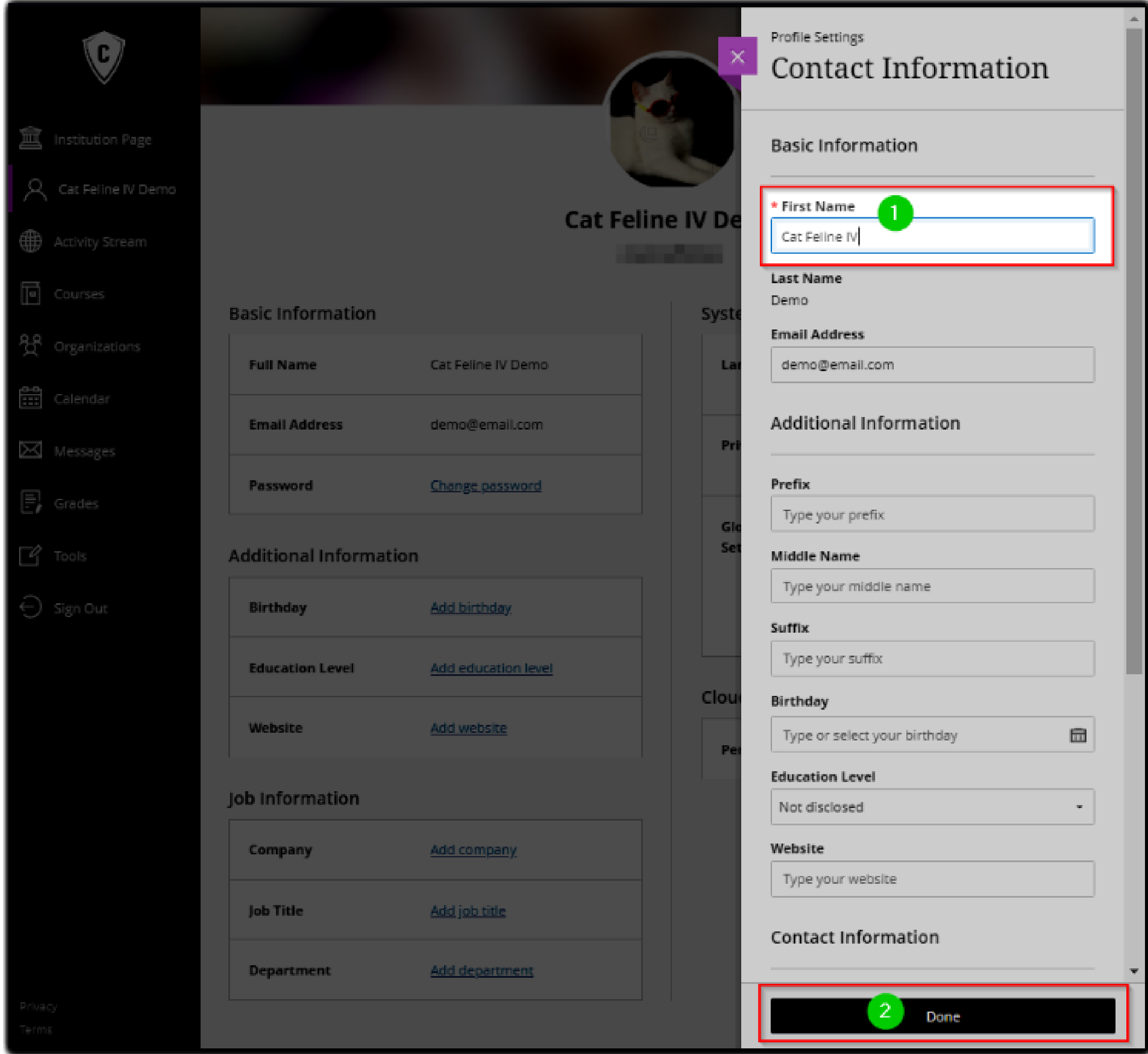
1. Login to Blackboard.
2. On the left-hand side of the screen, locate your name in the sidebar menu (global navigation menu). Click your name to access the Blackboard profile settings.



3. On your Blackboard profile page, hover your mouse over the **Full Name** field to reveal the edit pencil icon.



4. A panel will slide out from the right-side of your screen (depending on your device, this experience may vary).
5. On the *Profile Settings* > **Contact Information** pane, edit your **First Name**.



- This will change your displayed first name only in Blackboard. It will not affect any other technology at CUP.
6. When you are finished, click the **Done** button at the bottom of the pane to close this section.
  7. Refresh your page or [clear your cache](#) and you should see your new display name.

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✗ No

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