

NetID Management

Changing your Display Name

Introduction

Your display name is what appears in applications like Outlook and OneDrive. By default, your preferred name will display your middle initial, however you may customize it. In this self-help document, you will learn how to change your display name.

Changing your Display Name

1. From your favorite browser type **towson.edu/netid**.
2. Under the **Manage NetID** section, click the **Manage** link.

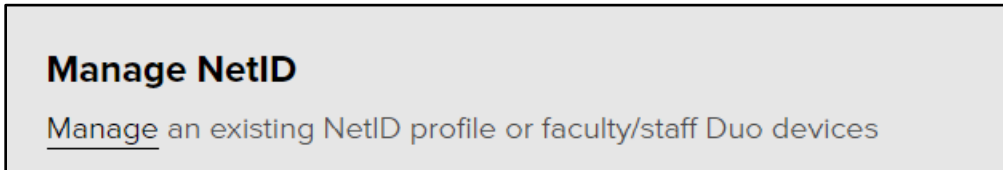


Figure 1

3. Enter your **Username (NetID)** and **Password** on the **Towson University Authenticated Login** screen and click **Login**.

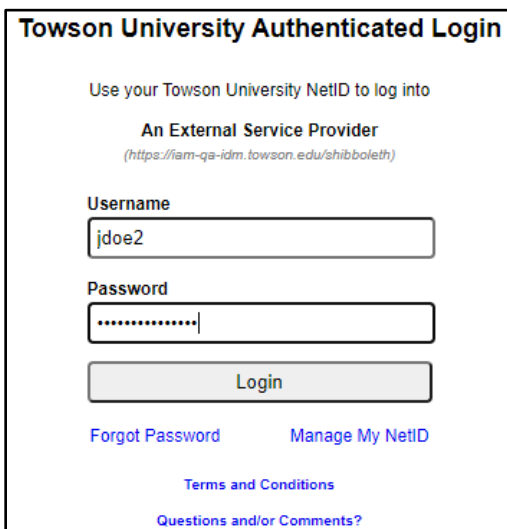


Figure 2

4. Your **NetID Management PROFILE** screen will appear.
5. Click the **PROFILE** tab at the top of the window if it is not already selected. You will see basic information tied to your NetID.
6. Scroll down to the **Your “display name” is what appears in applications...** area. You have two options:
 - a. **Display Name (Last, First):** This will display your name in the order of Last Name, First Name.

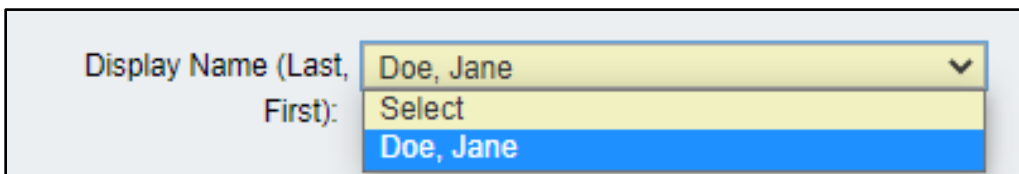
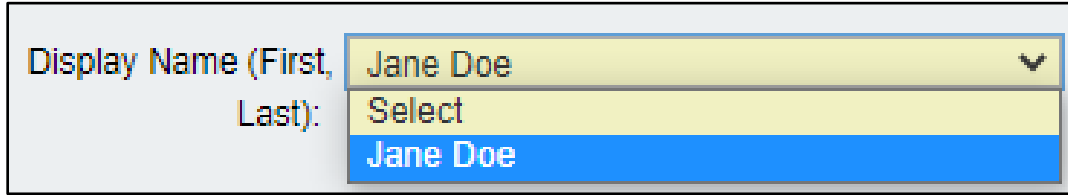


Figure 3

NetID Management: Changing your Display Name

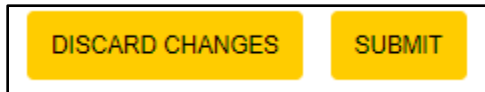
- b. **Display Name (First, Last):** This will display your name in the order of First Name, Last Name.



A screenshot of a web form. On the left, the text 'Display Name (First, Last):' is displayed. To its right is a dropdown menu. The menu is open, showing three options: 'Jane Doe' (highlighted in blue), 'Select', and another 'Jane Doe' option. A small downward arrow is visible in the top right corner of the dropdown box.

Figure 4

7. Click the **SUBMIT** button at the bottom of the screen when finished updating your NetID Information.



A screenshot of two yellow buttons with black text. The left button is labeled 'DISCARD CHANGES' and the right button is labeled 'SUBMIT'.

Figure 6

Logout

Click the **Logout** button in the upper right-hand corner of the screen when finished.

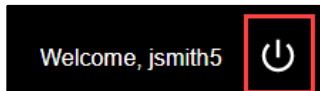


Figure 7