

Name Change on Canvas

1. Go to helpdesk.mines.edu
2. In “*Subject:” enter “Preferred/Affirmed Name on Canvas”
3. Enter your email address in “*Email Address:”
4. When asked for details, provide your CWID and preferred/affirmed name.
5. For “Additional Contact Information” include the information you are comfortable providing.
6. For “OPTIONAL: Categorize your Request” select Canvas.
7. Click “Submit Support Request”
8. Within 72 hours, your request will be reviewed and should be changed, unless problems arise, in which case, CCIT will email you for more information.

**Additional Notes:

- Full Name (Legal Name) will be used for the Gradebook, Grades, Chat, People, and SIS Imports within Canvas
- Display Name (Preferred/Affirmed Name) will be used in Discussions, Announcements, and Conversations.
- Sortable Name (defaults to last name) will be used in sorted lists for admin use.
- The Display Name will only be applied to Canvas
- The Display Name is only shown in certain areas of Canvas and that Full Name will still be visible in certain areas.
- Legal name changes must be done through the Registrar and/or Human Resources.
- Updates to CCIT and Canvas will be made as more policy is developed around this topic.