STEP-BY-STEP GUIDE ON CHANGING YOUR PREFERRED FIELDS

Mercy College has implemented a self-service way for students to update their preferred name, preferred gender, gender identification, phone number, personal email address, and emergency contact information.

1. Navigate and log into your **Mercy Connect** and go to the Administrative Services section under the Banner Self-Service option and select the Student module, the "**New Personal Information Site**" link has been added under that section.

HOME	HOME Home Community / Home		
ADMINISTRATIVE SERVICES			1
BANNER 9 UPGRADE	Ģ	Administrative Services	Mercy Connect Helpful Information
EMERGENCY PREPAREDNESS	Schedule Manage Announcements	Banner Self-Service Personal Information Mercy College Vehicle Registration ** NEW **	Mercy Connect FAQs
CAMPUS LIFE	You currently have no announcements.	Student Faculty and Advisors Employee	IT Support Availability Contact the Helpdesk
COMMENCEMENT	Show Hidden	WebTailor Administration Finance	
FACULTY	Faculty Applications	Financial Ald	/ 0 +

Banner Self-Service
Personal Information
Mercy College Vehicle Registration ** NEW **
□ Student
Admissions
Registration
Student Records
Student Account
Student Account Document Upload
Direct Deposit - Student Refund
NJ Transit Student Discount Program
NJ Transit Student Discount Program - account mail
Grade Sneak Peek
New Personal Information Site
Financial Aid

- Clicking on the New Personal Information Site link will direct you to the new Self-Service Banner 9 General Landing page. On the General Landing Page is the area for students to change Personal information.
- 3. Select the **Personal Information** Page

: Mercy Ollege	
Previous • My Profile	
My Profile	
Hello Ray, View, edit and update your gen	eneral information records.
	Personal Information View and update your biographical and demographic information.
<u>_</u> }	

- 4. Within the next screen you will see all personal information displayed.
- 5. Please click on the right side, blue **Edit button** to make adjustments on available fields, such as preferred name.
- 6. You can use these sections to update personal pronoun, gender identification and marital status.

HERCY			*	Test, Ray
My Profile • Personal Information				
Test, Ray ID Number: 20246311 rtest1@mercy.edu 123 Tarrytown, Tarrytown, New York 10523	Personal Details First Name Ray Date of Birth January 1, 2000 Preferred First Name -	Middle Name - Marital Status - Personal Pronoun -	Last Name Test Legal Sex Male Gender Identification -	C Edit
914 123-1234	Email Student/Faculty/Staff Mercy Connect (Pr eferred) rtest1@mercy.edu (Not Updateable)	Personal / Prospects rbelanfante2020@mercy.edu		(+) Add New

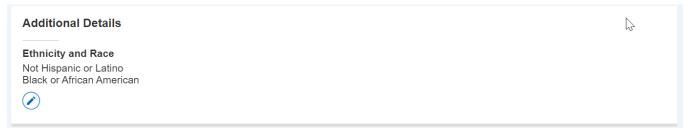
- 7. Once you have opened the screen in **Edit** mode, select the appropriate fields you would like to edit.
- 8. Preferred names can be entered but must follow the student code of conduct policies.
- **9.** Any field greyed out is not updatable such as Date of Birth, Legal Sex or Legal Name. **Only editable** fields can be changed in self-service.
- 10. Legal Name changes change cannot be selected through this process. If you are attempting to change your Legal Name, please reference the <u>Registrar Office webpage on the Mercy site</u> to submit your request.

Edit Personal Detail	s (i)			×
First Name	Middle Name		Last Name	
Ray			Test	
Date of Birth	Marital Status		Legal Sex	-
January 1, 2000	Select Marital Status	~	Male	
Preferred First Name	Personal Pronoun		Gender Identification	
John	Select Personal Pron	oun 🗸	Select Gender Identification	~
Cance			Update	

- 11. To **add or edit a phone number**, please select the blue **Edit button** in that section of the Personal Information page.
- 12. Within this section, you may also edit your **Emergency Contact** information
- 13. At this time, you may not edit your address and those requests should be emailed to <u>Registrar@mercy.edu</u>

Phone Number		+ Add New
Permanent 914 123-1234		
43		
Address		
Permanent Current 10/10/2018 - (No end date) 123 Tarrytown Tarrytown New York 10523		
Emergency Contact		+ Add New
	(i) There are no emergency contacts available for you to view.	

14. You may choose to edit your Ethnicity and Race fields within the Personal Information screens.



- 15. If you have chosen to enter a preferred name, once you log out and log back in to the Profile screen, you will see your **preferred name** reflected as your new first name.
- 16. Preferred name changes will appear throughout the system wherever it is legally allowed to appear in place of Legal name, like on your course roster.

HERCY OLLEGE			
Previous • My Profile			
My Profile			
Hello John, view, edit and update your gene	eral informatio	n records.	
	×	Personal Information View and update your biographical and demographic information.	
			4

- 17. The faculty class rosters will also be updated to show your preferred name options.
- 18. Faculty will click on the enrollment count on the course to access a full roster.

All Terms		*						
Select Course							Search (Alt+Y)	Q
Subject	¢	Course Title 🗘	CRN	\$ Enrollment Count	Status 🗘	Duration	Term	
CCT 120, DFC		Intro to Financial Accounting	8946	15	Active	01/20/2021 - 05/11/2021	Spring 2021 Semester (2021	10)
RELG 109, DLC		Introduction to Religions	11432	22	Active	09/09/2020 - 12/23/2020	Fall 2020 Semester (202030))

Faculty & Advisors • CRN Listing

19. Once the class roster is accessed, you will see that it states the preferred name in place of the legal first name.

