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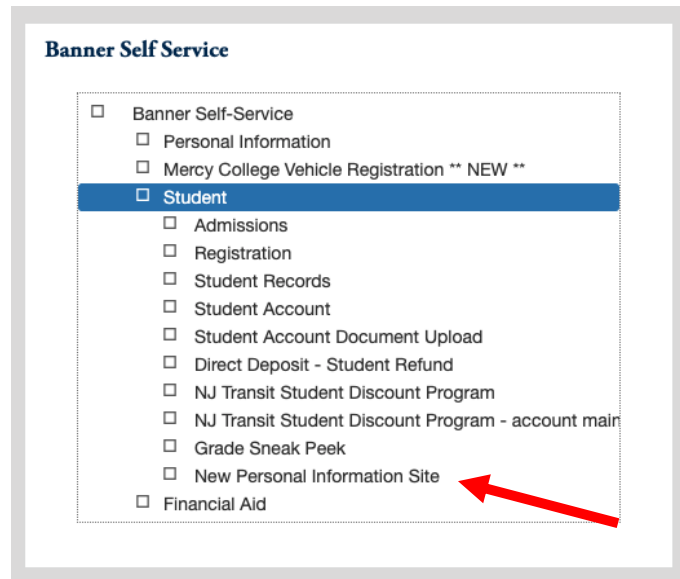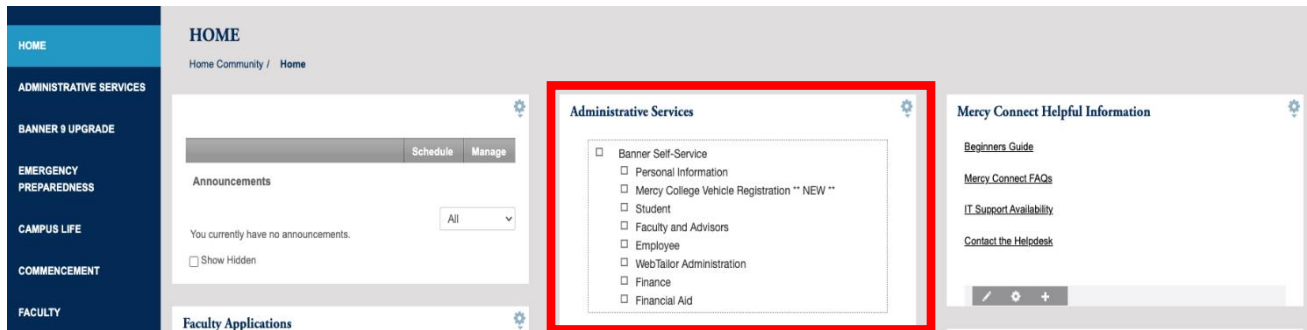
2. Clicking on the **New Personal Information Site** link will direct you to the new Self-Service Banner 9 General Landing page. On the General Landing Page is the area for students to change **Personal information**.
3. Select the **Personal Information** Page
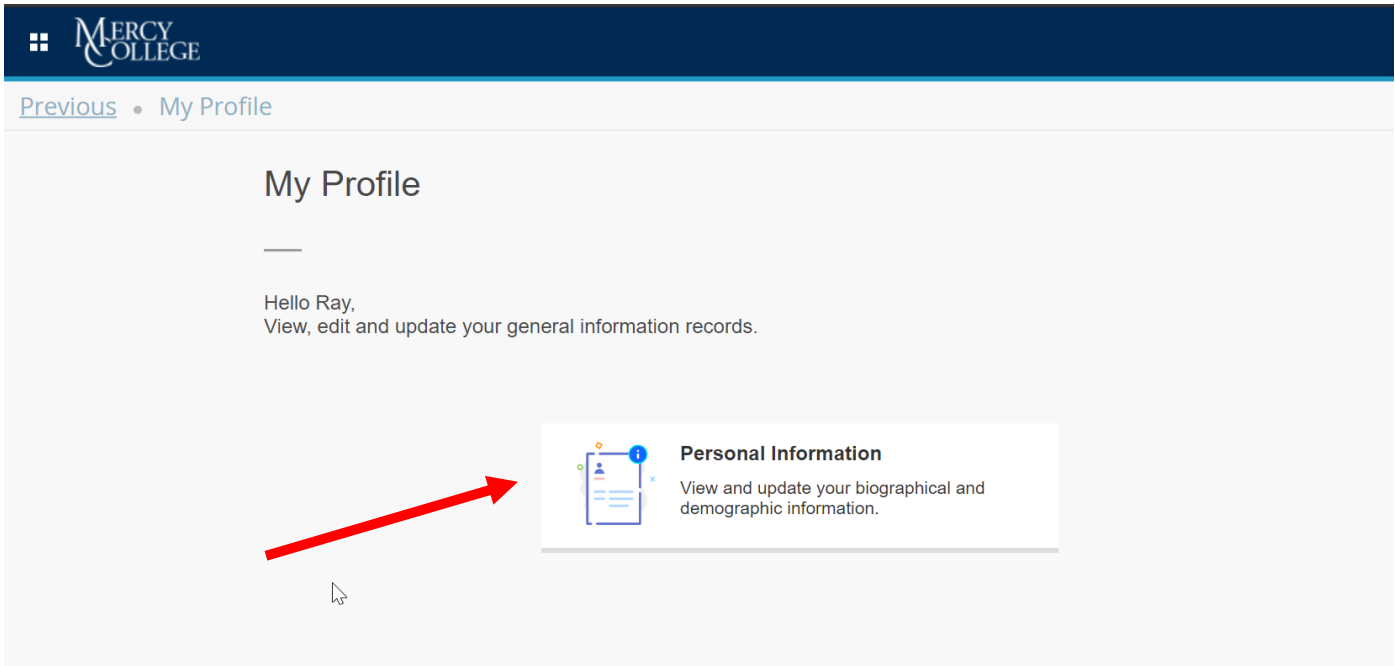


4. Within the next screen you will see all personal information displayed.
5. Please click on the right side, blue **Edit button** to make adjustments on available fields, such as preferred name.
6. You can use these sections to update personal pronoun, gender identification and marital status.
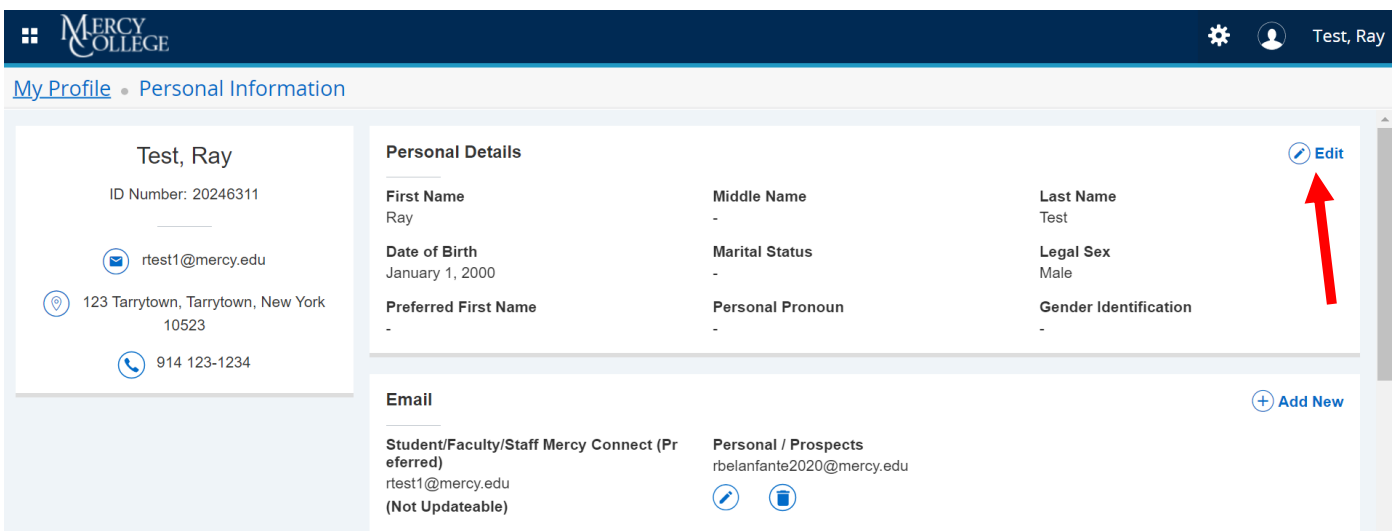
7. Once you have opened the screen in **Edit** mode, select the appropriate fields you would like to edit.
8. Preferred names can be entered but must follow the student code of conduct policies.
9. Any field greyed out is not updatable such as Date of Birth, Legal Sex or Legal Name. **Only editable fields 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 [Registrar Office webpage on the Mercy site](#) to submit your request.

## Edit Personal Details ⓘ                                                    ✕

| 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 Pronoun ⌄ | Select Gender Identification ⌄ |

|  Cancel  |  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 [Registrar@mercy.edu](mailto:Registrar@mercy.edu)

### Phone Number                                                    ⊕ Add New

**Permanent**
914 123-1234

✏️  🗑️

### Address

**Permanent**
Current
10/10/2018 - (No end date)
123 Tarrytown
Tarrytown
New York 10523

### Emergency Contact                                               ⊕ Add New

ⓘ   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.

**Additional Details**

**Ethnicity and Race**
Not Hispanic or Latino
Black or African American

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.

**MERCY COLLEGE**

Previous • My Profile

## My Profile

Hello John,

View, edit and update your general information records.

**Personal Information**
View and update your biographical and demographic information.

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.
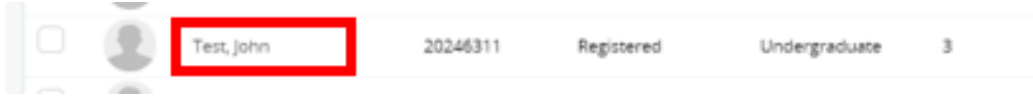
Faculty & Advisors • CRN Listing

**CRN Listing**

All Terms ⌄

Select Course

Search (Alt+Y) 🔍

| Subject | Course Title | CRN | Enrollment Count | Status | Duration | Term |
|---|---|---|---|---|---|---|
| ACCT 120, DFC | Intro to Financial Accounting | 8946 | 15 | Active | 01/20/2021 - 05/11/2021 | Spring 2021 Semester (202110) |
| RELG 109, DLC | Introduction to Religions | 11432 | 22 | Active | 09/09/2020 - 12/23/2020 | Fall 2020 Semester (202030) |

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

| | | Test, John | 20246311 | Registered | Undergraduate | 3 |