Permanently Changing Your Name in Blackboard

1. Gather your ZID number, your name as it appears in MyNIU, and know how you wish for your name to appear in Blackboard
2. Log into your ZID email
3. Compose an email to DoIT Helpdesk - helpdesk@niu.edu
4. Include the following in your email:
   - Subject: Permanent Name Change in Blackboard
   - Body: Express your desire for a permanent name change.
   - Body: Include your ZID, name as it appears in MyNIU, and how you wish your name to appear in Blackboard.
5. Once the email is received by helpdesk@niu.edu it will take roughly one business day to complete the process.
   - You will receive a follow up email once the process is completed.
6. Once your name change is complete, you must still notify your instructor of how your name appears in Blackboard. This is to ensure you can receive credit for your work.
   - For further assistance on how to notify your instructor of the name change in Blackboard please consult the document on Trans* @ NIU titled “Email to Professor About Blackboard Name Change”