



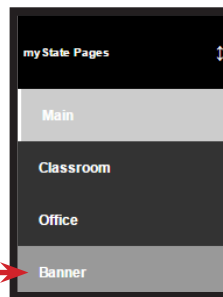
## Specifying Your Preferred First Name

Employees who go by something other than their legal first name can choose a preferred first name using the instructions below.

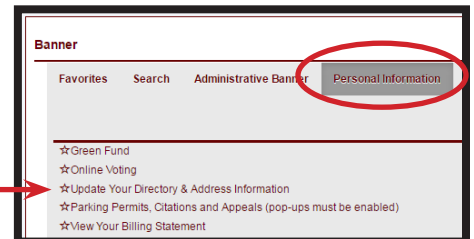
1. In your web browser, go to [www.my.msstate.edu](http://www.my.msstate.edu) and log into the **myState** portal by entering your **NetID** and **NetPassword**, and clicking **Login**.



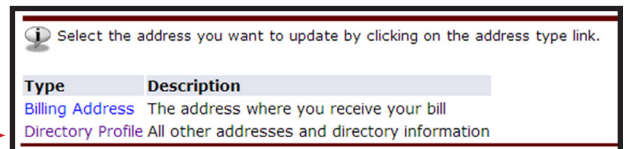
2. Select the **Banner** page from the sidebar menu.



3. Under the **Personal Information** heading, select the **Update Your Directory & Address Information** link from the dropdown menu.



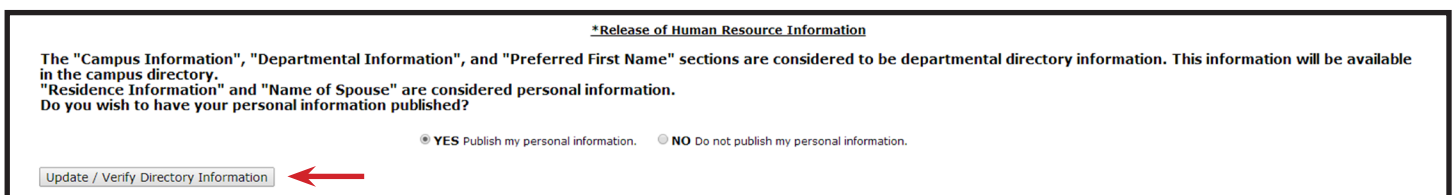
4. Select the **Directory Profile** link.



5. Under the **Preferred First Name** section enter your preferred first name in the field.



6. Scroll to the bottom of the page and select your preference for publishing your information and click the **Update/Verify Directory Information** button.



### CONTACT INFORMATION

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