The University of North Florida recognizes that many students, faculty, and staff prefer to use names other than their legal names to identify themselves. As long as the use of a preferred name is not for the purpose of misrepresentation, UNF acknowledges that a preferred name should be used whenever possible in the course of university business and education. In order to provide a safe, inclusive and nondiscriminatory community, UNF faculty and staff should use a student's preferred name.

Currently, students can update their Display Name in Canvas with a preferred name. Both a student's legal name and preferred name remain under the same N number so you can reconcile any differences by always referring to the N numbers on all class rosters. These instructions are intended to provide additional guidance on how to reference both your Canvas rosters and the Class Roster in MyWings.

How to View the Course Roster in Canvas

1. Starting from your Canvas course click People on the left side course menu.
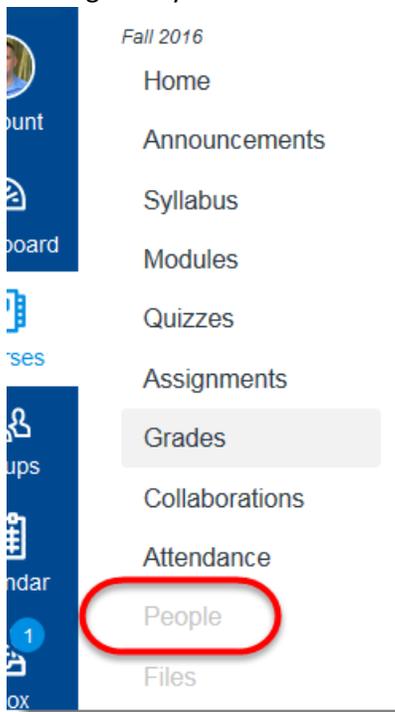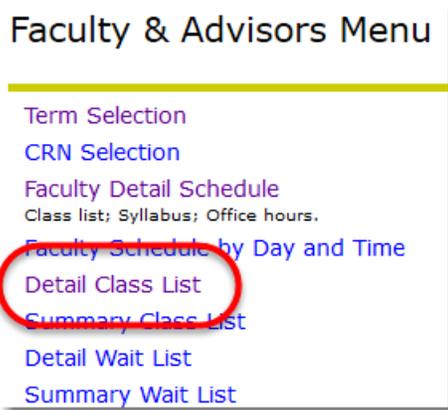

2. The People page displays the student's name, login ID, SIS ID (same as login ID), Section, and their activity information.
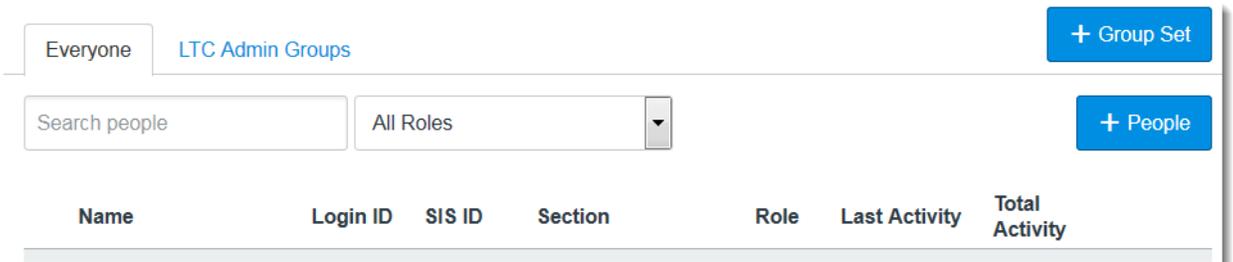
How to View the Course Roster in Banner

1. After logging into myWings click the Faculty Services tab.
2. Click Detail Class list.

Faculty & Advisors Menu

Term Selection
CRN Selection
Faculty Detail Schedule
Class list; Syllabus; Office hours.
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List

Select the course from the drop menu, click Submit.

3. The course roster displays the student's name, ID (N#), and a photo.

Record Number	Student Name	ID	Registration Status	Registration Number
3	Osprey, Harriet	N11111111	**Web Registered**	1

Current Program
Bachelor of Health Admin.
Level: Undergraduate
Program: COH-Bachelor of Health Admin
Admit Term:
Admit Type: FTIC
Catalog Term:
College: Brooks College of Health
Campus: Main Campus-UNF
Major and Department: Health Administration, Public Health
Minor: Amer Sign Lang/Deaf Studies

Class: Junior
Credits: 3.000

Cross Reference by N#

If a student requests to have their display/preferred name changed it is important to note that Banner will continue to display their legal name while Canvas will use their display/preferred name. Since the names will not be consistent across both systems it is recommended to use the student's N# as a cross reference.

1. Following the *How to View the Course Roster in Canvas* instructions from above locate the student in your Canvas course roster.

   1: The student's name
   2: The student's N#

2. Following the *How to View the Course Roster in Banner* instructions above locate the student in your Banner course roster.

Record Number	Student Name	ID	Registration Status	Registration Number
3	Osprey, Harriet	N11111111	**Web Registered**	1

Current Program
Bachelor of Health Admin.

Level:	Undergraduate
Program:	COH-Bachelor of Health Admin
Admit Term:	
Admit Type:	FTIC
Catalog Term:	
College:	Brooks College of Health
Campus:	Main Campus-UNF
Major and Department:	Health Administration, Public Health
Minor:	Amer Sign Lang/Deaf Studies

Class: Junior
Credits: 3.000

Notice in this example the student changed their first name from Harriet to Ozzie, but the N# remains the same.