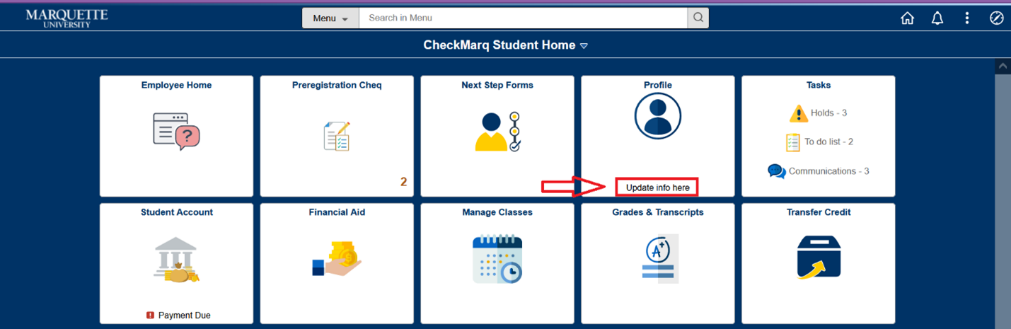


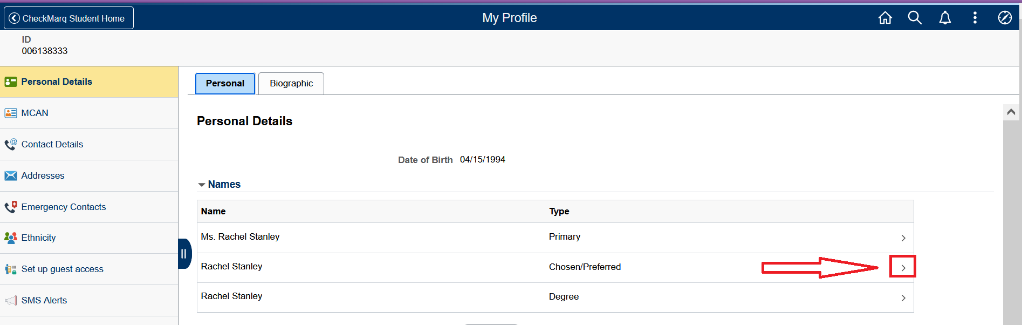
**Name Changes in CheckMarq Step-by-Step**

**Changing Your “Preferred Name”: PC or Mac**

**Step 1.** Log into CheckMarq. In the “Profile” section, click on *Update info here.*



**Step 2.** Click on the arrow next to the box labeled “Chosen/Preferred” under *Type.*



**Step 3.** In the *Edit Name* section, fill out your preferred information. When done, click the “Save” button in the upper right hand corner.

Graphical user interface, application

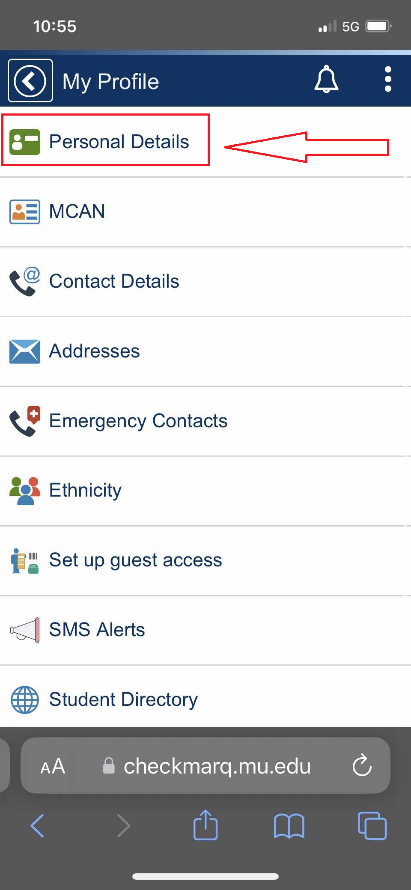
Description automatically generated

**Changing Your “Preferred Name”: Mobile**

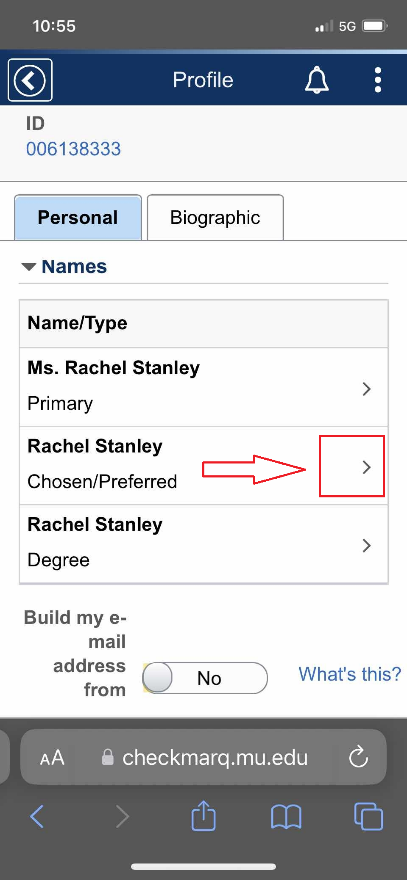
**Step 1.** Log into CheckMarq. In the “Profile” section, click on *Update info here.*



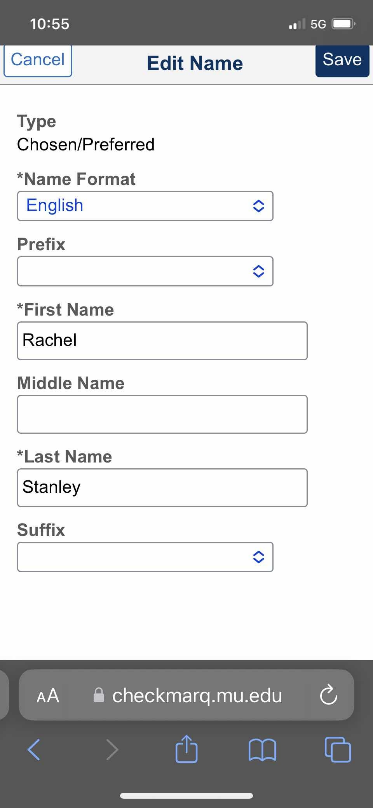
**Step 2.** Click on “Personal Details” at the top.



**Step 3.** Click on the arrow next to the box labeled “Chosen/Preferred” under *Type.*

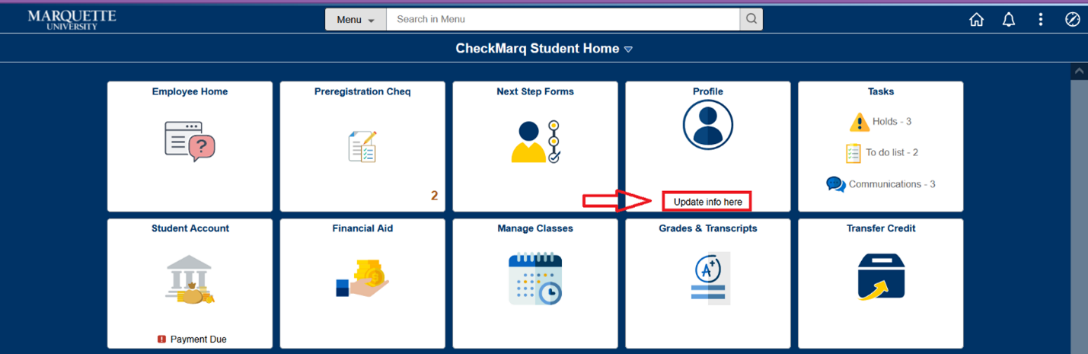


**Step 4.** In the *Edit Name* section, fill out your preferred information. When done, click the “Save” button in the upper right hand corner.

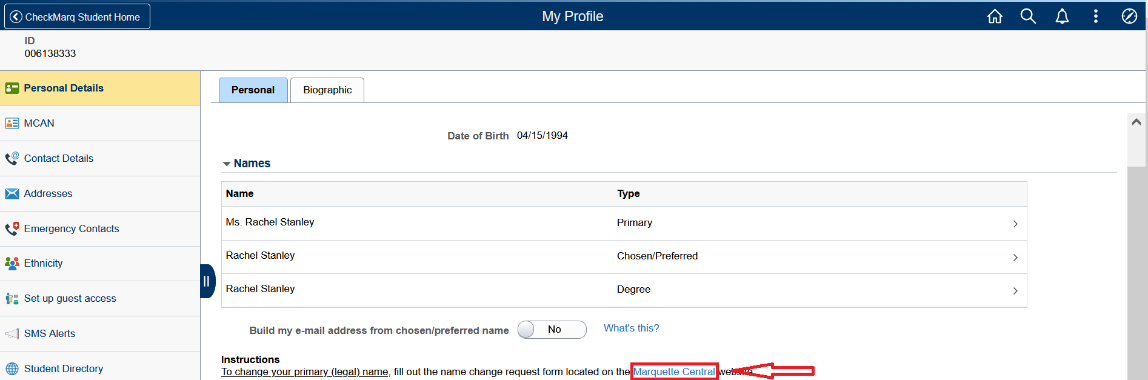


**Changing Your Legal Name: PC or Mac**

**Step 1.** Log into CheckMarq. In the “Profile” section, click on *Update info here.*



**Step 2.** Click on the hyperlink labeled “Marquette Central” beneath the *Names* box under *Instructions.*



**Step 3.** Save the file to a location on your computer that you will be able to easily access. Open the PDF and fill it out electronically or print and fill it out.

Graphical user interface, application, Word

Description automatically generated

**Step 4.** Submit your document by one of the following methods.

Hand Deliver: Marquette Central, Zilber Hall, 121, 1250 West Wisconsin Avenue, Milwaukee, WI 53233 Mail: Marquette University, Zilber Hall, 221, P.O. Box 1881, Milwaukee, WI 53201-1881  
Email: [otrdocs@marquette.edu](mailto:otrdocs@marquette.edu)

**Changing Your Legal Name: Mobile**

**Step 1.** Log into CheckMarq. In the “Profile” section, click on *Update info here.*

Graphical user interface, application

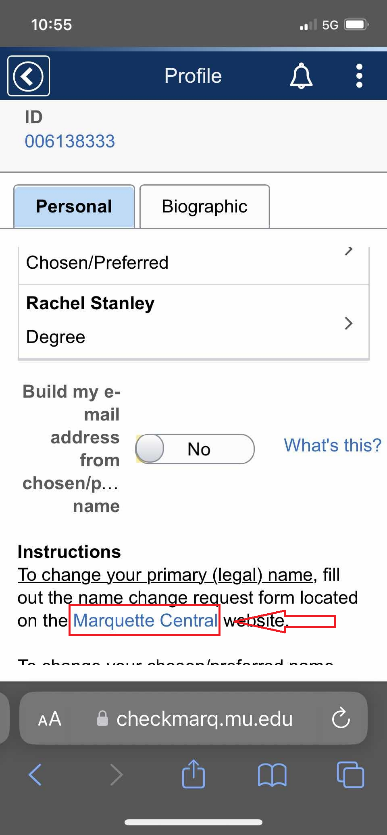
Description automatically generated

**Step 2.** Click on “Personal Details” at the top.

Graphical user interface, text, application

Description automatically generated

**Step 3.** Click on the hyperlink labeled “Marquette Central” beneath the *Names* box under *Instructions.*



**Step 4.** Save the file to a location on your phone that you will be able to easily access. Open the PDF and fill it out electronically or print and fill it out.

Graphical user interface, application

Description automatically generated

**Step 4.** Submit your document by one of the following methods.

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Email: otrdocs@marquette.edu