



DISCLAIMER: The screenshots provided in our training materials are for illustrative purposes only. Due to ongoing product updates and releases, the appearance and functionality of certain features may differ from what is shown.

Change Jaggaer User Profile Name to Preferred Name

Jaggaer user profiles are created via a user integration export from the Banner Finance ERP. The Jaggaer profile first name defaults to your legal name. If you'd like your profile to display a preferred name instead, follow the steps below:

Log in to Jaggaer via the apps portal (apps.socccd.edu)

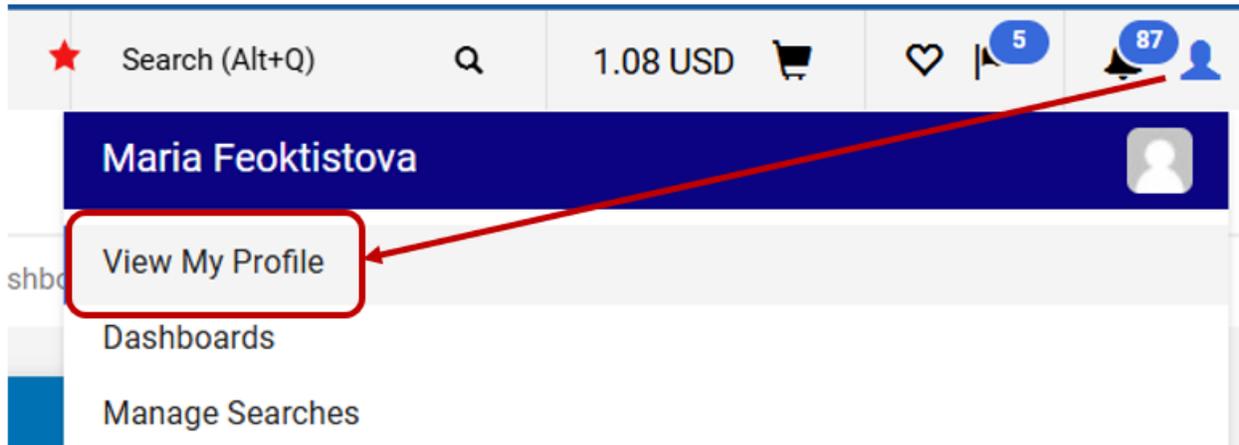


From your Jaggaer home page:

1. Navigate to the **Notifications** bar in the upper right corner of the screen and click on the person icon.



2. Select the **View My Profile** option from the dropdown menu.



3. Replace your profile first name with your preferred name. DO NOT change any other system settings.

User's Name, Phone Number, Email, etc. ?	User's Name, Phone Number, Email, etc. ?
First Name <input type="text" value="Maria"/>	First Name <input type="text" value="Mary"/>
Last Name <input type="text" value="Feoktistova"/>	Last Name <input type="text" value="Feoktistova"/>
Phone Number <input type="text" value=""/> <small>International phone numbers must begin with +</small>	Phone Number <input type="text" value=""/> <small>International phone numbers must begin with +</small>
Mobile Phone Number <input type="text" value=""/> <small>International phone numbers must begin with +</small>	Mobile Phone Number <input type="text" value=""/> <small>International phone numbers must begin with +</small>
E-mail Address * <input type="text" value="mfeoktistova@socccd.edu"/>	E-mail Address * <input type="text" value="mfeoktistova@socccd.edu"/>
Department <input type="text" value=""/>	Department <input type="text" value=""/>
Position <input type="text" value=""/>	Position <input type="text" value=""/>
Authentication Method <input type="text" value="SAML"/>	Authentication Method <input type="text" value="SAML"/>
User Name * <input type="text" value="mfeoktistova@socccd.edu"/>	User Name * <input type="text" value="mfeoktistova@socccd.edu"/>
<small>Organization Terms and Conditions accepted on 6/2/2025 11:31 AM Terms and Conditions</small>	<small>Organization Terms and Conditions accepted on 6/2/2025 11:31 AM Terms and Conditions</small>
★ Required <input type="button" value="Save Changes"/>	★ Required <input type="button" value="Save Changes"/>

4. Click **Save Changes**.

If your information in Banner Finance ERP changes (e.g., a legal name or email signature update), your Jaggaer profile will automatically revert to your legal name. If that happens, you will need to repeat the steps above to restore your preferred name.