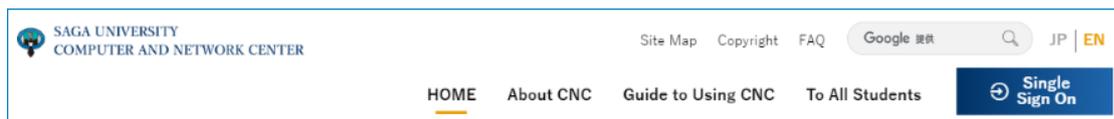# Microsoft 365 Portal Display Name Change Procedure

1. Microsoft 365 Portal Display Name Change Procedure

If you want to change the display name (student ID number) of the Microsoft365 portal to your name, etc., you can change the display name.

Click "Password Change (Reset) User Information Confirmation" on CNC website (https://www.cc.saga-u.ac.jp/).

Click "Click here for Password Change/User Information Confirmation"
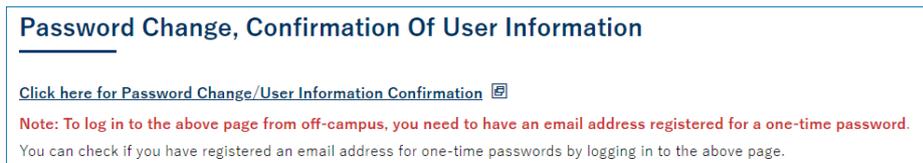
When the Single Sign-On Login Authentication screen appears, enter your student ID and password.

When the "View user information" window appears, click "Change your Data".

When the "Change User Information" screen appears,
＜Under "EDU Tenants," in the "Display Name" field, check "Change to the following." and enter the display name.
You do not need to set the "Last Name" and "First Name" fields. After setting the display name, click [Change].

＜EDUテナント＞	
表示名(DisplayName)	○ 上記の学内使用名を利用する。 ● 以下に変更する。(100文字まで) 23800800SagaTaro
姓(sn)	● 指定しない。 ○ 以下に変更する。(50文字まで)
名(givenName)	● 指定しない。 ○ 以下に変更する。(50文字まで)

変更(Change)　クリア(Clear)　戻る(Back)

e.g. Student ID:23800800 Name:Saga Taro

The display name will be changed to the specified display name the next day.