

Indiana State University
College of Health and Human Services

Updating your Prefix on the Online Directory

To have your prefix ... Mr., Mrs., Miss, Ms. updated on the Online Directory:

1. Send an email from one's Indiana State University email account to Nancy.Hauger@indstate.edu requesting the change in one's prefix.
2. Be sure to include your University ID in the email to assist in identifying the correct person.
3. Updated information regarding the prefix will be entered into BANNER by Human Resources personnel.
4. Once the update is complete, it will take until the next day to appear on the Online Directory due to BANNER status updates occurring overnight.