How to Validate or Change the Professional Name (AKA Name) Display/Format in Employee Self Service

1. To access EBS, navigate to the EBS Support website (ebs.msu.edu) and click the EBS Login tab at the top of the site.

2. Login to the EBS Portal using your MSU NetID and password.

3. Once logged into the portal, select the ESS tab that is displayed. Note: Your ESS tab will display in the Portal will reflect your position type (e.g., ESS Salary, ESS Faculty, ESS Hourly, etc.)
4. Under the ESS tab, choose the **Personal Information** link.

![Personal Information](image)

5. Under Personal Information, choose the **Personal Data** link.

![Personal Data](image)

6. Once in Personal Data, select the **Edit** button.

![Personal Data Edit](image)
7. Review the **Professional Name Display** field and validate that it accurately reflects the format chosen in the Professional Name Format field.

8. If the Professional Name Display field does not display the name accurately, check the individual name fields under “Also Known As (AKA) Name Data” to ensure that the data entered in these fields is correct according to the field descriptions. For example: An AKA last name could have been accidently entered in the AKA First Name field, etc.

9. If the individual professional name fields are correct, edit the Professional Name Format field by clicking the dropdown arrow and selecting the correct Professional Name format.

   Please note - Legal Name fields cannot be changed under Employee Self Service. If you have a legal name change, please contact Human Resources at [records@hr.msu.edu](mailto:records@hr.msu.edu).

If you experience any issues validating this data or need assistance, please contact the AIS Service Desk at 517-884-3000.