

## **SSC Academic Advising Zoom Drop-Ins – Changing Your Display Name**

*If you have already joined the SSC Academic Advising Zoom Drop-Ins waiting room without setting your display name, you will need to leave the meeting, attempt to re-join the meeting, enter the meeting details, and change your display name **before** clicking “Join” to be taken to the waiting room. You will not be able to change it from within the waiting room.*

### **To Change Your Display Name Without Signing In to a Zoom Account:**

- Open Zoom
- Click on “Join a meeting”
- Enter the Meeting ID details into the “Meeting ID or personal link name” field
- Update the “Enter your name” field to show your Student ID Number and First Name
- Click “Join” to be taken to the waiting room
- You should see your display name in the top left corner along with your microphone and camera settings

### **To Change Your Display Name After Signing In to a Zoom Account:**

- Open Zoom
- Sign in to your account
- Click on “Join” from the Home tab
- Enter the Meeting ID details into the “Meeting ID or personal link name” field
- Update the “Enter your name” field to show your Student ID Number and First Name
- Click “Join” to be taken to the waiting room
- You should see your display name in the top left corner along with your microphone and camera settings

### **If You Are Unsure of Your Student ID Number:**

- Log in to your UR Self Service account, click on “Student”, then “Student Profile”, and your Student ID Number will be displayed along the top bar beside your name
- If you are unable to find your Student ID Number using your UR Self Service account, email [academic.advising@uregina.ca](mailto:academic.advising@uregina.ca) for further support (please be sure to include your full name and date of birth along with your request to look up your Student ID Number)