

Frequently Asked Questions for Adding a Preferred First Name

as of: 5/22/2018

Frequently Asked Questions for Employees Adding a Preferred First Name

How do I set or change my preferred name?

You may add a preferred first name under the *Update and View My Personal Information* menu item in TruView.

Can I set my preferred name to whatever I want?

Faculty and Staff have the right to choose a name, but Truman State University reserves the right to remove any preferred name that is deemed inappropriate.

Where and how will my preferred name display?

There are two ways in which your preferred name will display: either as the preferred name alone or a preferred name along with your legal name. Examples of where only your preferred name will display include Blackboard, class rosters, grade reports, online campus directory, email display name, and some university publications.

Examples of where your preferred name will display alongside your legal name or name of record include *TruView, ID card, and University Police records.

Additionally, there are areas where your legal name or name of record will display alone. While most of these areas are housed internally in the university, your legal name or name of record will display on paychecks, financial records and documents, tax documents, and visa and immigration documents.

Faculty and staff share responsibility to inform interested parties of any name change.

Who will have access to my name of record or legal name?

Some departments are required to use your legal name due to regulatory restrictions and/or third party involvement, including Payroll, Human Resources, and Information Technology Services. The primary information systems, communications and reporting for these departments will continue to use and display your legal name.

How do I change my legal name on my legal identifications and records?

The process for changing your legal name varies by state and country of residence and reason for the change. The university cannot change your legal name.

For more information about changing your legal name in Missouri, please visit courts.mo.gov, the Your Missouri Courts website, or this helpful resource: <http://www.wikihow.com/Change-Your-Name-in-Missouri>.

If you have a Social Security Number, you would also need to change your name with the Social Security Administration. Updating your name with the Social Security Administration is required to get an updated Social Security Card. In addition to contacting the Social Security Administration to update your name, international faculty and staff should also contact their home country embassy or consulate for more information about the process of changing a legal name

How do I change or correct my name of record or legal name at the university?

If your name appears incorrectly or if you have pursued a legal name change at the state or federal level, please bring legal documentation to the Human Resources department so that the university can update your record.

How will my name be reflected in the Campus Directory?

If you have a preferred name, you will have your preferred name reflected in the campus directory.

What if I'm an employee and a student of the university?

If you have a preferred name, you will have your preferred name reflected in all systems and processes that have been designed to use preferred name. See [Frequently Asked Questions for Students Adding a Preferred First Name](#) for specific details.

How do I revoke my preferred name or information from the campus directory?

Your name will be disclosed as directory information unless you opt not to permit such disclosure.

To revoke the university's disclosure of directory information, you have the option of requesting privacy through TruView.