

Preferred Name Resources

as of: 5/22/2018

Preferred Name Resources for Employees

Procedure and Effect of Change in Faculty and Staff Records

You may elect to add a preferred first name to your records in TruView. Your preferred name will be used when possible on university documents, systems and communications. Specifically, your preferred name will be displayed in the following places:

- Advising Records
- Blackboard
- Class Rosters
- Email Display Name
- Grade Reports
- Online Campus Directory
- University Publications
- Degree Works
- ID Card (along with legal name)
- *TruView Portal (along with legal name)
- Library System (MOBIUS)
- Recreation Center System
- Food Service Meal Plans
- Applications and Communications

If you do not choose to use a preferred name, your legal name will be used.

*TruView Portal contains a number of resources for students, faculty, and staff and among the available tools some will display preferred first name and some will display legal name following the policy and guidelines established for when each is supposed to be used.

Faculty and Staff Action Required for Preferred Name Display

Note: Some of the actions below may incur a fee to complete the update or change.

Campus ID Card

By default, the Truman ID card has the faculty and staff legal name on the front and back of the card. Once added to TruView, preferred names will be reflected on front of the Truman ID card. Faculty and staff are encouraged to re-print their Truman ID cards as soon as possible if replacing an existing card to reflect a preferred name (please note, there is a fee to replace an ID card). Faculty and staff also have the option of retaking their photo for their Truman ID cards during that time, and that new photo will be reflected in University systems. For more information about campus ID cards, please visit idoffice.truman.edu.

Legal Name/Name of Record

Your legal name must appear on payroll records; tax documents; benefits information; financial aid documents, other financial documents including bill payment, reimbursements, and banking information; visa and immigration documents; and official health records.

The process for changing your legal name varies by state and country of residence and reason for the change. The university cannot change a legal name. You must pursue a legal name change with your state of residence and/or federal authorities. An employee must also submit an updated I-9 form. Please

note that any member of the university community with a social security number must change their legal name with the Social Security Administration as well.

As you make the decision to use a preferred name, please note that you may be required to disclose your preferred name together with your legal name on future documents including, but not limited to: background checks, professional licensure applications, graduate school/employment applications, and immigration applications. In addition, name and pronoun changes can be done once every 180 days.