

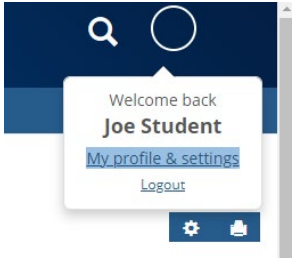
How to Submit a Campus Name Request

A student obtaining a legal name change or gender marker change should communicate directly with the Registration and Records Office. A student will be required to submit a Personal Identifiable Name Change form along with supporting legal documentation.

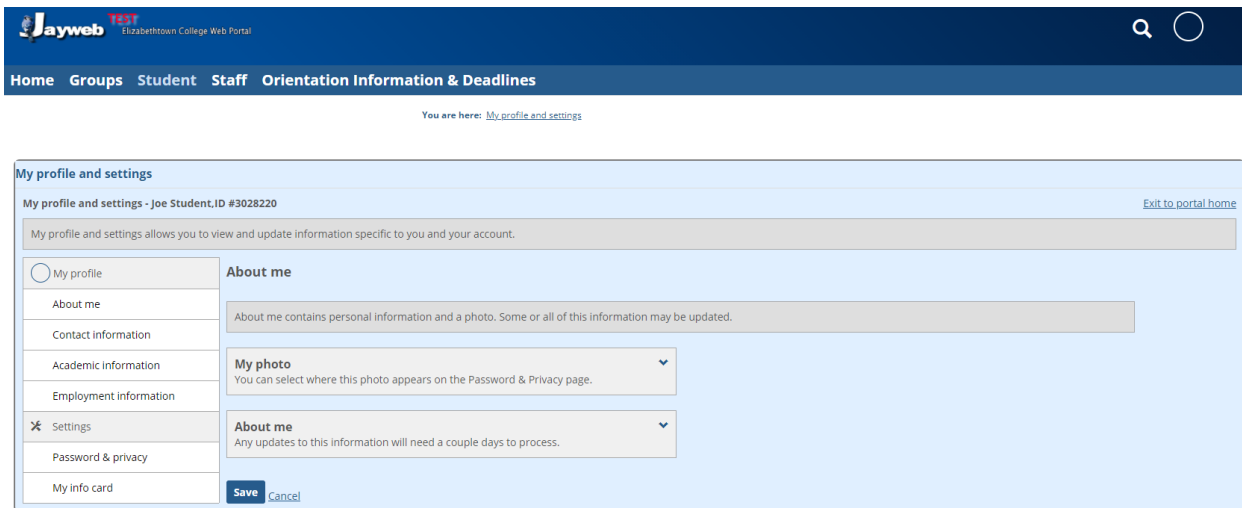
Students may select a Campus Name. A Campus Name is a name by which a student will be known to faculty, staff, and students on-campus ONLY. Any communication for federal reporting, billing, or other communication with non-campus individuals or organizations will utilize legal name.

For more information on Campus Name Protocols, please contact the Office of Diversity, Equity, & Belonging located in the BSC, room 247.

In JayWeb, in the upper right corner, click on the student identifier icon. Use the drop down to select “My Profile & Settings”



When the My Profile and Settings window opens, select “About me”



The window will expand to include options for updating several entities via JayWeb. Use the carrot to expand the Campus Name window.

Please be advised, the Campus Name will only result in an individual's first name. Students are prohibited from changing their last name.

After updating your Campus First Name, choose SAVE.

A notification email will be sent to Registration and Records for review. A notification email will be sent once the change request has been processed. The change will appear immediately in JayWeb after confirmation of completion.