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Update your name and demographics [1]

Ensure your information reflects you.

Use this guide to learn more about how to update your name and demographics in Colorado.

Change your name

Follow these steps to either update your legal name or your preferred first name with the University of Colorado:

Legal name

Your legal name must be changed through your campus HR and IT offices to reflect on your paycheck, CU email and more.

All offices require receipt or proof of legal name change from the Social Security Administration (SSA).

- CU Denver (PDF) [2]
- CU Anschutz (PDF) [3]
- CU Boulder [4]
- UCCS [5]
- CU System [6]

Preferred first name

A preferred name is different from your legal name — it can be a nickname, a professional name or a name that aligns with your gender identitiy.

Your preferred first name will be updated within HCM and the employee portal. Please note: Your legal name will still be displayed on legal forms such as W-2s, W-4s and paychecks.

Update your preferred first name

1. Go to my.cu.edu [7].
2. In the **CU Resources** area, click the dropdown menu on the left-hand side and select **My Info and Pay**.
3. Click the **My Info** tile.
4. Click **Name** on the left-side menu.

5. Click the arrow (>) on the right top of the current information box. A pop-up window will populate. Enter your preferred name in the **Preferred First Name** field.
6. Click **Save**.

Each CU campus is working to integrate preferred information into campus-specific systems and software. See how your campus is adopting preferred first name.

- CU Boulder [4]
- UCCS [5]
- CU Denver [8]
- CU Anschutz [9]

Update your sex and/or gender identity

Follow these steps to update your sex and gender identity at the university.

Update your legal sex

Available sex markers: You can select Male (M), Female (F), or U/X (another gender identity or unspecified) at this time.

How to update

- Reach out to your department or campus HR office.
- CU Anschutz [10]
- CU Boulder [11]
- CU Colorado Springs [5]
- CU Denver [12]
- CU System [13]

What documentation do I need? You must provide a passport or driver's license reflecting your sex.

Who can see this information? These selections are deemed Highly Confidential in CU's data governance classification [14]. Only department HR roles can access this information. Sex selections are sent to insurance vendors as required for appropriate coverage and aggregated for federal reports.

Change other government identification

- Social Security Card [15]
- U.S. Passport [16]
- Colorado driver's license [17]
- Birth certificate [18]

Update your gender identity

What gender identity markers are available? Agender, Bigender, Gender Expansive, Genderfluid, Man, Non-Binary, Prefer not to say, Prefer to self-describe, Third Gender, Two Spirit and Woman. (Provide feedback and suggest offerings [19].)

How to update

1. Log into the employee portal [7].
2. In the **CU Resources** area, click the dropdown menu on the left-hand side and select **My Info and Pay**.
3. Select the **Gender Identity** tile.
    - You must be on a CU VPN or a University network to access this tile.
4. Under **Gender Details**, select the arrow (>).
5. Click the **magnifying glass** to see the list of Gender Identity Values.
6. Select the option that fits you.
7. Press **Save.**

What documentation do I need? No documentation is required. Gender Identity is self-reported.

Campus resources

- UCCS [20]

Gender Identity FAQs

Why is CU collecting gender identification?

CU's portal features align with federal and state government efforts to expand access to accurate ID documents and documentation.

This feature allows employees to self-identify their gender identity and for CU to accurately reflect the diverse makeup of its workforce.

Who can see my selection?

Gender identity selections are deemed Highly Confidential in CU's data governance classification [14]. Selections can be seen by employees who have HCM access to this data, including department HR roles and some individuals in campus HR and IT offices.

Could this be included in a CORA request?

No. A faculty or staff member's gender identity selected is exempt from CORA requests, as it falls under rules protecting certain employee personnel records from public

disclosure.

Aggregate data may be requested through CORA, which would not include any personally identifiable information.

Do I have to identify my gender identity?

No, this is not required information. This selection is voluntary.

Update your demographics

Follow these steps to update your disability status, veteran status and ethnic group.

Add or update your ethnicity

CU complies with governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. Providing your ethnic group information is voluntary, but highly encouraged.

1. Log into the portal [7].
2. In the **CU Resources** area, click the dropdown menu on the left-hand side and select **My Info and Pay.**
3. Click on the **My Info** tile.
4. From the left-hand menu, click on **Ethnic Groups**.
5. Select the pencil icon.
6. A box will populate allowing you to add or edit information. When you are done, press **Save**.

Add or update your disability status

Providing disability information helps to measure how well CU delivers equal opportunities to qualified people with disabilities.

1. Log into the employee portal [7].
2. In the **CU Resources** area, click the dropdown menu on the left-hand side and select **My Info and Pay**.
3. Click on the **My Info** tile.
4. On the left-hand menu, click on **Disability**.
5. Select the radio button that applies to you, the click **Submit**.

Add or update your veteran status

CU is subject to the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and is

required to submit reports to the U.S. Department of Labor identifying the number of employees who belong to each specified protected veteran category.

1. Log into the portal [7].
2. In the **CU Resources** area, click the dropdown menu on the left-hand side and select **My Info and Pay**.
3. Click on the **My Info** tile.
4. From the left-hand menu, click on **Veteran Status**.
5. Select the radio button that applies to you, then click **Submit**.

Groups audience:
Employee Services

Source URL:https://www.cu.edu/employee-services/collaborative-hr-services/update-your-name-and-demographics

Links
[1] https://www.cu.edu/employee-services/collaborative-hr-services/update-your-name-and-demographics
[2] https://www.ucdenver.edu/docs/librariesprovider188/hr-operations/name-change-procedures.pdf?sfvrsn=f6c169bb_8
[3] https://www.cuanschutz.edu/docs/cuanschutzhumanresourceslibraries/hr-operations-docs/name-change-procedures.pdf?sfvrsn=c05f46bb_6 [4] https://www.colorado.edu/hr/name-change
[5] https://hr.uccs.edu/employee-name-guidance [6] https://www.cu.edu/employee-services/about-system-hr [7] https://my.cu.edu [8] https://www.ucdenver.edu/emergencymanagement/campus-preparedness-resources/badges#ac-how-do-i-include-my-preferred-name-on-my-id-badge-rather-than-my-legal-name-4
[9] https://www.cuanschutz.edu/registrar/student-resources/identity#ac-preferred-name-1
[10] https://www.cuanschutz.edu/offices/human-resources [11] https://www.colorado.edu/hr/gender-identitytransitioning-process-faq-cu-boulder-faculty-staff [12] https://www.ucdenver.edu/offices/human-resources [13] https://www.cu.edu/employee-services/collaborative-hr-services/cu-system
[14] https://www.cu.edu/data-governance/resources-support/data-classification [15] https://faq.ssa.gov/en-us/Topic/article/KA-01453 [16] https://travel.state.gov/content/travel/en/passports/need-passport/selecting-your-gender-marker.html [17] https://dmv.colorado.gov/change-your-sex
[18] https://transequality.org/documents/colorado-identity-documents [19] https://www.cu.edu/employee-services/forms/gender-identity-offerings [20] https://hr.uccs.edu/gender-identity