Preferred Name [1]

What should we call you?

University of Colorado faculty and staff can now select a preferred first name within the employee portal. 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 identity.

Update your name:

1. Go to my.cu.edu [2].
2. From the CU Resource drop-down menu, select My Info and Pay.
3. Click the My Info tile.
4. Click Name on the left-side menu. A pop-up window will populate. Enter the preferred name at Preferred First Name.
5. Select Save.

Where you'll see your preferred first name

Within all portal self-service pages:

- The name will display in the following format — "Preferred First Name Last Name." For example: Jon Doe

Within HCM:

- An employee's name will display in the following format — "Preferred First Name/Legal First Name Last Name." For example: Jon/Jonathan Doe
- CU system users can now search for an employee by either their legal or preferred first name.
- Reports within PeopleSoft Query, CIW and MDM and in downstream systems can include an employee's preferred first name without their legal first name.

Where you'll see your legal name

On legal forms:

- All legal forms such as W-2s, W-4s and paychecks will only display your legal name.
Preferred First Name on your campus

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

CU Boulder

You can set your preferred first name to display in Identikey Manager and several other CU Boulder systems.

Learn more [3]
When you set your preferred first name, it will appear in at least 15 additional UCCS systems and records.

Learn more [4]

CU Denver & CU Anschutz

CU Denver and CU Anschutz will not adopt preferred first name at this time. Both campuses plan to look at this functionality in the future.

Groups audience: University Information Services

Source URL: https://www.cu.edu/uis/projects-initiatives/preferred-name

Links
[1] https://www.cu.edu/uis/projects-initiatives/preferred-name
[3] https://www.colorado.edu/hr/preferred-name
[4] https://www.uccs.edu/hr/employee-name-guidance