

## **Preferred Name** <sup>[1]</sup>

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](https://my.cu.edu) <sup>[2]</sup>.
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.



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## 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](#) <sup>[3]</sup>

## UCCS

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

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

### Links

[1] <https://www.cu.edu/uis/projects-initiatives/preferred-name>

[2] <http://my.cu.edu>

[3] <https://www.colorado.edu/hr/preferred-name>

[4] <https://www.uccs.edu/hr/employee-name-guidance>