

Preferred first names will be used in the following systems and records:

- Employee Identification Cards (ID cannot be used as official identification off campus)
 - Fee for new card still applies
- Official Employee Email and Display Name
 - The I.T. Office will contact you to make the change - process may take up to 14 days
- Class and Grade Rosters
- Housing Rosters
- D2L
- ENGAGE
- Most Employee Center Navigation Panes in MyKU
- Other Venues, as appropriate
- Newspaper articles, University social media, and other publicity formats will also use the preferred name, unless otherwise requested to the University Relations office.

Legal names will continue to be used for official university records including, but not limited to the following:

- Legal documents and reports produced by the University
- Employee Account statement (bills)
- Employment documents
- Employment verifications
- Paychecks, W2s, and other payroll documents
- Benefits enrollment
- Any PASSHE-related databases or related information

An employee is permitted to change a preferred name up to once every two years. Extenuating circumstances that require an additional change will be reviewed by the Department of Human Resources.

Any appeals for denial may be addressed to the Vice President for Equity and Compliance.

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