UW-L Preferred Name Request Form

**Preferred Name Request**

*Directions:* Complete form and submit to the Office of Human Resources, 144 Graff Main Hall. Please allow 7 working days for processing.

UW-La Crosse supports the use of preferred names for faculty and staff, while maintaining the official, legal name required for payroll, academic records and data integrity.

Preferred Name, instead of legal name, will appear in the following systems:
- UW-La Crosse On-line Active Directory – Search and display of name
- EagleApps - Display name associated with email, calendar, Google docs

Questions? Contact Jo Ann Kuester, 5-8626 or Shelle Gholson, 5-6499

**Employee Information**

Please provide the following information:

PersonID: __________________ (can be found on your earning statement)

Legal Name (as it appears on your Social Security Card): __________________________________________

Preferred Name*: ____________________  First  Middle  Last

*Preferred name can be first, middle, last or a combination and must adhere to database character standards used by university systems. Characters limitations are 30 for each first, last and middle name. Although employees are generally free to determine the preferred names by which they wish to be known, UW-La Crosse reserves the right to deny a preferred name request.

[ ] Change NETID and EMAIL account to match preferred name**

Example: Beth Jones’ legal name is Elizabeth Jones. Her UW-La Crosse email address was created as ejones@uwlax.edu. Beth wants her preferred name changed to Beth Jones, but also wants her NetID and email address changed to bjones@uwlax.edu (NetID would change to bjones). In this case, Beth would check the box above to request a change to NetID and Email. If Beth does not check the box for this change, her email and NetID will remain ejones@uwlax.edu.

**If you choose to change your NetID and Email address, you are responsible for communicating this change to your department/unit, colleagues, students, etc…. Email received at the old email address will be forwarded to the new email address for perpetuity.

Employee Signature: ___________________________  Date: ____________

**Human Resources Only**

Date Received: ____________________________  Active Directory Audited: ____________________________  Initial & Date

HRS Updated*: ____________________________  Employee Notified: ____________________________  Initial & Date

*Enter in Title Case  Initial & Date

IT ticket submitted: ____________________________  D2L & Registrar Notified: ____________________________  Initial & Date

Initial & Date

HR/HRS/Name Change/Preferred Name Request form.docx  Rev. 2/2014