



## A GUIDE TO **NAME USAGE**

Millsaps College is dedicated to fostering an inclusive community and understands that some members of our student community use alternative names other than their legal name to identify themselves. There are many reasons why someone would use an alternative name, such as a reflection of gender identity, as an informal name, or as a westernized or Americanized name.

Software systems utilized by Millsaps College apply various terms for alternative names such as preferred name, nickname, chosen name, etc.

Once specified and when possible, the alternative name will replace the legal name. However, certain systems may still require the use of legal names due to regulations or technical constraints. System modifications are ongoing, and this flyer reflects the current state of system support; see the back of this page for more information as well as the last updated date of the flyer.

Below is an overview of where and how you can update your name across various platforms. This document will continuously be updated as more changes become available. For your emergency contact and/or mail that goes home, your name can be either your “nickname” or “legal name” depending on the situation.

### CHANGE YOUR “NICKNAME” IN THE OFFICE OF RECORDS

SYSTEM	DEFAULT NAME	OFFICE RESPONSIBLE FOR SYSTEM
Course Connect	Nickname	Library
Email Display Name/Address Book	Nickname	IT
Locate	Nickname	IT
Residence Door Sign	Nickname	Residence Assistant
Watermark Course Evaluations	Nickname	Provost’s Office
Student ID, within CS Gold	Nickname	Campus Safety

### NOT AVAILABLE TO CHANGE, BUT WORKING ON IT DEFAULTING TO “NICKNAME” IN THE FUTURE

SYSTEM	DEFAULT NAME	OFFICE RESPONSIBLE FOR SYSTEM
Worldshare Management Services	Legal Name	Library
Symlicity	Legal Name	Career Center

### NAME CHANGE AVAILABLE UPON REQUEST; ASK OFFICE RESPONSIBLE

SYSTEM	DEFAULT NAME	OFFICE RESPONSIBLE FOR SYSTEM
Purple Name Tag	Legal Name	Your Supervisor for Student Workers
PyraMed	Legal Name	Wesson Health Center; ask to change preferred/chosen name
Writing Portfolio in Anthology	Legal Name	Writing Program; ask to change your first name
Time Clock Plus for Student Employees	Legal Name	Human Resources
Admissions Software, Slate	Legal Name	Admissions; ask to change preferred name
Diploma	Legal Name	Records; request change at time of graduation audit
SAPS Supplies, Bookstore, and Post Office	Legal Name	Bookstore/Follett/Post Office
Rize & Canvas	Legal Name	Records
*Course Rosters on Major Portal	Legal Name	Records; see instructions below

Identity Details ×

View your Personal Identity preferences.

Chosen Name  ⓘ

First Name

Middle Name

Last Name

Preferred Pronoun  ⓘ

Gender Identity  ⓘ

***\*Change chosen name in Major Portal. Login, click your username in top right, click user profile, and then click edit personal identity.***

### NOT AVAILABLE TO CHANGE, AS LEGAL NAME IS REQUIRED BY LAW

SYSTEM	DEFAULT NAME	OFFICE RESPONSIBLE FOR SYSTEM
Transcripts	Legal Name	Records
Billing Documents	Legal Name	Business Office
Tax Documents	Legal Name	Human Resources
Financial Aid	Legal Name	Financial Aid
Paystub	Legal Name	Human Resources

*Note: Employees may change their name in Human Resources.*

*Last Updated: 2/25*

