

How to Update Your Preferred Name


1. Log into your CMA portal and select PeopleSoft- Student Systems
2. In your Student Center, navigate to the **Personal Information** section and select **Names**



Student Center

Academics

Search
Plan
Enroll
My Academics
Enroll in CSU Fully Online
Schedule Planner

Weekly Schedule


 You are not enrolled in classes.

other academic...  



Finances

My Account
Account Inquiry

Financial Aid
View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

 You have no outstanding charges at this time.

*Important Student Fee Information

other financial...  

Personal Information

Demographic Data
Emergency Contact
Names
User Preferences
Authorize to Release

Contact Information

My mailing address None	My home address Vallejo, CA 94589
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Click on the **Add a Name Change** button and from the Name Type drop down select preferred name. You can update your first and/or middle name, then click **Save**. Preferred name changes will appear immediately.

go to ...

- Personal Information
- Security
- Credentials
- Participation
- Addresses
- Names**
- Pref Names
- Phone Numbers
- Email Addresses
- Internet Addresses
- Emergency Contacts

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	

Add a new name

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Preferred

Format Using: English [Change Format](#)

Prefix: []

First Name: [] Middle Name: []

Last Name: []

Suffix: []

Date new name will take effect: 08/31/2021 (example: 12/31/2000)

Save

Preferred Name FAQ

1. What is a Preferred Name?

A preferred name is a first and/or middle name by which someone wishes to be commonly known if different from their legal first name. Preferred names can be changed in CMA portal PeopleSoft –

Student Systems. Unlike preferred name changes, legal name changes must be handled by the Registrar's Office and requires legal documentation. If your legal name has changed and you would like to update it, please contact the Office of the Registrar.

2. Can I set or change my preferred name and pronouns to whatever I want?

You can set a preferred name that you want to be known by in university systems instead of your legal name, where such usage is currently supported. The University reserves the right to remove a preferred name if it is inappropriate or being used for misrepresentation or to evade legal obligations. **Will my preferred name be used for everything at the University?**

We are using preferred name in as many places as we can. As of right now, your preferred name will appear in the Student Center, the Advisor Center, the Faculty Center include Class and Grade rosters, and Brightspace. Bear in mind that your legal name will continue to be used anywhere a legal name is required, such as official and unofficial transcripts, and any documentation involving financial aid or student accounts. For some of these services, you may need to provide government ID containing your legal name (such as when picking up a check).

3. Can I change my email address to match my preferred name?

No. Students are not able to update their email address to their preferred name at this time.

4. Can I specify a preferred last name?

No. Last names can be changed only as a result of a legal name change. You must file a Name Change request with the Registrar's Office or Human Resources to do this.

5. Am I required to set a preferred name?

No. Using a preferred name is entirely optional.

6. How long will it take for my preferred name to appear and be used by the University?

Once you set your preferred name in PeopleSoft – Student Systems, it will automatically appear and be used in the Student Center, the Advisor Center, the Faculty Center include Class and Grade rosters.

7. Do I need to change my password when I set a preferred name?

No. Your password should not be affected by a preferred name change.

8. I still have questions. Who can I talk to?

You can contact the Registrar's Office at registrar@csum.edu