

## First Name Override

If you would like to use a first name other than your legal name to affirm your gender identity, but have not made a legal change, you may designate a different first name to override your legal name in most PSU systems. PSU is required to retain your legal name in our student information system. Your legal name will appear on documents including, but not limited to your official transcript, billing statements, tax forms, financial aid documents, and immigration documents. The first name override works in conjunction with the preferred name designation.

**Override Name:** Will take the place of your legal name in most university systems except where legal name is required.

**Preferred Name:** Your preferred first name may be the **same** as your override name, or it may be a shortened version, or 'nickname'.

Below is an explanation of how your name will appear in different PSU systems:

### Example Record:

Legal Name: Michael Jones

Override Name: Valecia

Preferred First Name: Val

- **Banweb (Student & Faculty Services menu):** will show both override and preferred names
  - Jones, Valecia (pref: Val)
- **DataMaster Reports & Class Rosters:** will show both override and preferred names, or preferred only
- All class roster reports require the user to choose one of the two display options:
  - 'Show both legal and preferred first names': Jones, Valecia (pref: Val)
  - 'Show only preferred first name': Jones, Val
- **D2L:** will show preferred name only
  - Jones, Val
- **Google (PSU email and all related PSU Google apps):** will show Preferred name only
  - Jones, Val
- **ID Cards:** will show Override name only
  - Valecia Jones

## First Name Override

### 1. Student or employee to complete

<p><b>PSU ID:</b> _____</p> <p><b>Legal Name:</b> _____ (first) (middle) (last)</p> <p><b>Override First Name:</b> _____</p> <p><b>Preferred First Name:</b> _____ (Your preferred first name may be the <b>same</b> as your override name, or it may be a shortened version, or 'nickname', but will appear as shown below)</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p>
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### 2. PSU Representative (Registrar's Office, Queer Resource Center or Human Resources) to complete

<p>Please verify PSU ID card or government issued identification and sign and date.</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p>
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You may bring this form to the Office of the Registrar to have your override name updated immediately and then visit ID Card Services with your current PSU ID card or government issued ID to get a new PSU ID card. Alternately, your QRC representative may have the form processed on your behalf. If you will not be delivering the form to the Registrar's Office yourself, please allow 3 business days for your record to be updated before taking a copy of this form along with appropriate photo ID to ID Card Services.

### 3. Registrar's Office/Human Resources

<p>Please update the current first name and enter legal name in <i>Legal Name</i> type in the Alternate Name tab.</p>
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### 4. ID Card Services

<p>Please verify that the override name appears in the first name field in Banner/Lynel. The legal first name will appear in the "Alternate Name" tab in Banner. Please produce an ID card with the override first name.</p>
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