

Changing Your Preferred Name and Your Pronouns

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Quick Overview

- How to Change your Preferred Name and your Pronouns
- Discussion of the Impacted Systems
- Next Steps
- Ongoing Feedback

Why a Preferred First Name?

Mines recognizes members of the campus community prefer to use a first name other than their legal name to identify themselves.


Acceptable uses of preferred first names include:

- A name that better represents your gender identity
- A name to which you are in the process of legally changing
- A middle name instead of first name
- An abbreviated name (Dani instead of Danielle, Manny instead of Emmanuel)
- An Americanized name (Wendy instead of Haiyan)

Can I set my Preferred First Name to anything I want?

Students and employees may determine and designate a preferred first name that they want to be known by in Mines' systems. Mines reserves the right to remove a preferred first name if it contains inappropriate or obscene language, or if it is being used for misrepresentation. Inappropriate use of a preferred name will be referred to the Dean of Students or Human Resources, respectively.

Log onto Trailhead: <https://trailhead.mines.edu/>

 **TRAILHEAD.MINES**

LOG IN TO TRAILHEAD

User Name:

Password:

Need help with your account?

LOGIN

Important!
"Don't forget to sign out when finished. Never leave your Trailhead session unattended."

[Computing Outages](#) [FAQ](#) [Mines Help Center](#)

Welcome to Trailhead

Trailhead is a secure portal that provide students, faculty, staff and affiliates with access to multiple institutional resources of services and information. It is used by users to check personal information, view accounts and stay in touch with peers. Students use it to enroll in courses, check grades, view financial aid, and view billing accounts. Faculty can use the portal to see class rosters, communicate with students and post grades.

Select General Self-Service on the blue left-hand menu bar in Trailhead.

The screenshot displays the Trailhead web application interface. On the left is a dark blue navigation menu with the following items: Trailhead (home icon), Library (book icon), General Self-Service (radio button icon), Employee (laptop icon), Faculty (briefcase icon), My Funds (dollar sign icon), SSB9 Test (radio button icon), and Degree Works. The main content area is white and titled "Trailhead" with a breadcrumb "Home Community / Trailhead". Below the title is a "Go Bar" containing icons for Self Service, Chrome River, Skillsoft, and Banner Admin. A link is provided: [Problems viewing Banner Admin pages or My Banner menu?](#). Below the link is the "Employee Resources" section with icons for ePrint, eMail, and COGNOS.

Click on Personal Information.



Personal Information

View and update your biographical and demographic information.

In the Personal Details block, click the Edit icon (circle with pencil) in the upper right corner.

Personal Details



Click in the “Preferred First Name” field. Enter your preferred first name or update an existing preferred first name.

Preferred First Name

Enter Preferred First Name

Personal Pronoun

She/her/hers



To select your pronouns, click the arrow to select from the list under Personal Pronouns. Click the blue Update button when finished.

Preferred First Name

Enter Preferred First Name

Personal Pronoun

She/her/hers



Update



Information entered into Self-Service Banner is pushed to other systems that have been coded to receive information from Banner.





Systems Receiving Preferred Name

- Canvas
- Chrome River
- SkillSoft
- Trailhead
- Alma (Library Services Platform)
- Academic Works (Scholarship Management Platform)
- PageUp
- Team Dynamix
- University Tickets
- Directory (Online and Printable)
- StarRez (Housing)
- TerraDotta (International Student Services and Study Abroad Management Platform)



Next Steps: Systems in line to receive Information from Banner

- AIM (Disability Support Service Portal)
- BEACON
- Bright Horizons
- CRS (Contract & Research System)
- Convercent (Conflict Management System)
- FAMIS
- Fusion (Recreation Center System)
- T2 (Parking Permit Portal)
- Heartland

Certain Systems must use Legal Name

- Billing Statements
- Enrollment Verification
- Employment Verifications
- Employment Documentation
- Financial Aid Documents
- Medical Documents
- Official Correspondence with External Entities (Security Clearances)
- Official and Unofficial Transcripts
- Paychecks/W2/1099T
- Immigration Paperwork
- Court Orders
- Student Record Subpoenas

Providing Feedback

- 1) Additional systems that need to be coded to receive Preferred Name (so we can prioritize).
- 2) If there are conflicts between Legal Name and Preferred Name on certain platforms (where Legal name is not required).

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Question or Concerns?

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