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/
Select General Self-Service on the blue left-hand menu bar in Trailhead.
Click on Personal Information.
In the Personal Details block, click the Edit icon (circle with pencil) in the upper right corner.
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.
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?
Contact Katie Schmalzel at kschmalz@mines.edu