

TIPS:

To change your display name in OSU Google Apps go to:

<http://oregonstate.edu/helpdocs/-faq/how-can-i-change-what-my-name-displayed-osu-google-apps>

Having trouble changing your name in Canvas?:

When Canvas was first released, users were able to set up a display name. Canvas will not overwrite this internal custom name (if one was established). If you find yourself in this situation where you have a Canvas name that will not change, please contact canvas.support@oregonstate.edu to correct this.

CONTINUED ON BACK

MORE TIPS:

If you use Microsoft Outlook for email:

Outlook, among other systems, has a cache that maintains a list of names you have emailed over a certain period of time. As a good practice to keep Outlook from populating a former name, we recommend periodically clearing out your Outlook cache.

You are able to do so by:

- Click “File” in the top left corner of Outlook
- Click “Options” (towards the bottom of the left sidebar in File); Outlook Options box should open up
- Click “Mail” and scroll to the “Send Messages” section. There you will see a button that says “Empty Auto-Complete List.” This will clear that email cache. It will mean that for the first time you email someone following clearing your cache, you may have to click “Check Names” for Outlook to complete your email entry, but it should populate the correct name from the Outlook directory.

CHANGE YOUR NAME IN USE

Hello
my name is

Oregon State
UNIVERSITY

BACKGROUND

In 2015, the Oregon State Legislature passed Senate Bill 473, which requires all public institutions of higher education in the state of Oregon to allow students, faculty, and staff to use what they call a “preferred first name,” or a first name different than one’s legal name. We call this name-in-use at OSU. This was done in part to support folks who use a different first name to more closely align with their gender identity. This same process can be used for anyone who wishes to use a name other than their legal name at OSU.

SO HOW DO I DO THIS?

If you are a student at OSU, you can change your first name to your name-in-use by filling out a biographical changes form with the Office of the Registrar located in the Kerr Administration building. Once you fill out the form, you will turn it into the Office of the Registrar.

DO I GET A NEW ID CARD?

You may visit the ID Center for a new ID card. Please note, however, that if you need to use your OSU ID card for any type of legal proof of identification, you will want to either keep your legal name on the card, or hold onto your previous ID card that lists your legal name. Please note: it takes a day for your name to update in the system, so please wait one business day after you have submitted your name-in-use change to obtain your new ID card.

WHERE WILL MY NAME-IN-USE APPEAR?

Your name-in-use will appear in virtually all of the places your legal name would previously appear—places like Canvas, MyDegrees, MyOSU, your OSU email, class rosters, mailings from University Housing and Dining Services to your home address, Dean’s List notifications to hometown newspapers, and library services, among others.

WHERE WILL MY NAME-IN-USE NOT APPEAR?

There are some places where your legal name must appear for federal compliance reasons. Some of those places are: your transcripts, financial aid award letters, promissory notes for student loans, tax forms, verification of enrollment forms, immigration and visa documents, documents required for Veterans benefits, and some health insurance forms.

If you have any questions or concerns, please contact the Office of the Registrar at 541.737.4331 or by emailing registrars@oregonstate.edu. We welcome and encourage students to let us know if there are any issues with their name appearing correctly in the student systems across the University.

WHO WILL SEE MY NAME-IN-USE AND LEGAL NAME?

Some employees of the University will see both your name-in-use and your legal name, as our data systems are required to house both since the systems feed different information into various offices. For example, the Office of Financial Aid and the Office of International Services must be able to see both one’s name-in-use and one’s legal name. *Please note: all individuals who have access to these fields have additional security requirements in their positions. Additionally, all employees must abide by the Family Educational Rights and Privacy Act of 1974, which is a law designed to protect student data and provides students a right to grieve a misuse or abuse of their student data.

IS THIS GOING TO OUT ME TO ANYONE?

This is a question that we’ve been considering as we’ve developed our processes. While multiple campus offices have worked together to make sure name-in-use appears any place that legal name is not required, there are a multitude of data systems across campus and some of those data systems may not have been recognized in this process. We ask that anyone who encounters a place in the University systems where your name-in-use does not appear contact the Office of the Registrar and let us know where this occurred. It helps us to troubleshoot where to fix the problem.