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The University of Nebraska (the “University”) is committed to supporting an inclusive campus by embracing opportunities to positively impact our faculty, staff, and students’ lives.

To further support our diversity efforts, the University includes optional questions about chosen names and pronouns on admission applications. Also, the University allows for self-selection by all enrolled students of their chosen name, gender identity, and pronouns in the campus dashboard. Faculty and staff can also update this information using Firefly, the employee self-service portal located at <https://firefly.nebraska.edu/irj/portal>. Helping all students, faculty, and staff feel comfortable and succeed is very important to the University.



## LEgAL NAmE

The legal name is the name that appears on an individual's passport, driver's license, birth certificate, or U.S. Social Security Card. Students, faculty, and staff are required to provide their full legal name at the time of admission or hiring.

To change the legal name on your academic records, submit legal documentation to the Office of the University Registrar. Legal documentation may include Certificate of marriage, Court Order or Decree, Driver's License, Passport/Visa, or any other official government document.

To change the legal name on your employment records, provide a copy of your Social Security Card to your campus Human Resources office. Instances in which legal name will be used include, but are subject to change and not limited to:

- Official and Unofficial Transcripts
- Student Clearinghouse
- IRS Documentation (e.g., 1098-T, W2, 1095C)
- Scholarship and Financial Aid Processing
- Student Consolidated Bill
- Campus/University ID Cards (Back)
- Human Resources Data (e.g., Payroll Records, Insurance Data, I-9)
- Requests for Directory Information from Third Parties
- Data Transmitted to governmental Agencies or Servicing Agencies
- When Required by Law



## CHOSEN NAME (FORMERLY PREFERRED NAME)

While students, faculty, and staff are required to provide their full legal name at the time of admission or hiring, they can indicate how they would like to be addressed within the campus community regardless of their legal name. Therefore, if the use of an individual's chosen name is not for the purposes of misrepresentation or falsification, it will be accommodated for campus use and documents except where the use of the individual's legal name is required for University business or legal need. Students may designate a chosen first name, middle name, and last name within the campus dashboard. Faculty and staff may designate a chosen first name and last name within Firefly, the employee self-service portal. No legal documentation is required to make a change to the chosen name. Instances in which Chosen Names may be displayed include, but are subject to change and not limited to:

- Class Rosters
- Grade Rosters
- Degree Audit
- Learning management Systems
- University on-line Searches/Directories (generally these directories are available to the public)
- Official University Email Name and Address
- Honors and Awards eg: Dean's and Chancellor's List, Certificates
- Campus/University ID Cards (Front)
- Human Resources, Student Information, and Business Systems, where applicable
- Where Legal Name is Not Required



## LEgAL SEx

The University will provide the legal sex when required except where gender identity is needed by regulation, or the approval of gender identity has been granted. The data elements for legal sex are male [m



## FAQ



Students may go to their campus dashboard to adjust this information during their time as a University student. The University recognizes that students continually experience growth in their identities.

Pronouns and Chosen Name may display in several locations in the Learning management System (Canvas) such as Inbox, Discussions, User Navigation menu, User Profile, and User Settings. This means you will see students' chosen names and/or pronouns, and other students will see your chosen name and pronouns.

*dashboard, will my parents/guardians find out?*

If you grant a parent (or other person) guest access to your student account information, they will not see your legal sex, gender identity, pronouns, and chosen name. **However,** students should note that parents or guardians may access this information, if they have the student's login credentials to review an admission application or campus dashboard.

*How will faculty/staf data be used?*

By collecting aggregate data on our faculty/staf pronouns and gender identity, the University will be better able to provide resources, programs, and services to further an inclusive environment at the University.

*If a change is made to chosen name, how do faculty/staf /students manage their email name?*

Email changes will need to be addressed with NU Information Technology Services

- UNK, UNL, NCTA, UNO [support@nebraska.edu](mailto:support@nebraska.edu)
- UNmC [helpdesk@unmc.edu](mailto:helpdesk@unmc.edu)



- The campus Registrar or campus Human Resource Department can assist you.
- The Lg BTQA + Resource offices contact info:

University of Nebraska- Lincoln:

- [Personal Record Changes](#)
- [Lg BTQA + Resource guide](#)
- [Lg BTQA + Resource Center](#)
- Employees email the Human Resources Office: [hroffice@unl.edu](mailto:hroffice@unl.edu)

University of Nebraska at Omaha:

- [Student Record Personal Changes](#)
- [Gender and Sexuality Resource Center](#)
- Employees email the Human Resources Office: [unohr@unomaha.edu](mailto:unohr@unomaha.edu)

University of Nebraska at Kearney:

- [Name Change](#)
- [Office of Diversity and Inclusion](#)
- Employees email Human Resources Office: [humanresources@unk.edu](mailto:humanresources@unk.edu)

University of Nebraska medical Center:

- [Student Record Personal Changes](#)
- Employees email Human Resources Office: [hrrecords@unmc.edu](mailto:hrrecords@unmc.edu)

Nebraska College of Technical Agriculture:

- [Personal Record Changes](#)
- [Lg BTQA + Resource guide](#)
- [Lg BTQA + Resource Center](#)
- Employees email the Human Resources Office: [hroffice@unl.edu](mailto:hroffice@unl.edu)