University at Albany Preferred First Name Policy

What is a Preferred First Name?
A preferred first name is one that you choose to be called that is different from your legal/primary first name. The University at Albany allows you to do this by setting a Preferred First Name field in MyUAlbany.

What is UAlbany’s Preferred First Name Policy?
The University recognizes that some community members wish to use a first name other than a legal/primary first name to identify themselves. As long as the use of this different first name is not for the purpose of misrepresentation, the University will utilize the Preferred First Name for the Class Roster, Grade Roster, and Blackboard, if you choose to enter this field on MyUAlbany. Your legal/primary first name will appear on all other University records and documents. A student’s legal/primary name will remain unchanged in all other University related systems. Students who wish to change their legal/primary name can obtain the needed Request to Change Name, SS #, and Other Demographic Data Form on the Registrar’s Forms page at www.albany.edu/registrar.

Who Can Modify a Preferred First Name?
Preferred first names are set using MyUAlbany. Therefore, you as a University at Albany student, can modify your Preferred First Name.

How Do I Modify My Preferred First Name?
You may modify your preferred first name by:

Logging to MyUAlbany:
Click on Student Home
Go to Personal Information
Click on “Names”
Click on “Update Name Information”
Click on “Edit” (Preferred Name)

Change “Preferred First Name”

Save

Preferred First Name FAQ’s:

Can anyone update my Preferred First Name?
No. Only you as the student with access to your MyUAlbany account can update your preferred first name.

Can I set my Preferred First Name to whatever I want?
You may set your Preferred First Name to whatever you would like. However, the University reserves the right to remove a Preferred First Name if determined inappropriate.

Can I use my Preferred First Name for everything at the University?
No. Your Preferred First Name can only be used and will only appear on the Class Roster, Grade Roster, and in Blackboard. On all other University records and documents your legal/primary first name will appear.
How do I correct or change my Legal/Primary Name at the University?

Students:

Complete the Request to Change Name, SS #, and Other Demographic Data Form located on the Registrar’s Office forms page at: www.albany.edu/registrar

Employees:

- Contact Human Resources at: http://www.albany.edu/hr_landing/
- MSC, Room 326, 2 University Place Albany, NY 12222 PHONE (518) 437-4500 FAX (518) 437-4504