

How to Update Your Affirmed/Chosen Name

1. Log into your CMA portal and select PeopleSoft- Student Systems
2. In your Student Center, navigate to the **Personal Information** section and select **Names**

Student Center

Academics

Search
Plan
Enroll
My Academics
Enroll in CSU Fully Online
Schedule Planner

Weekly Schedule

i You are not enrolled in classes.

other academic... ▾ ⏏

Finances

My Account
Account Inquiry

Financial Aid
View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

i You have no outstanding charges at this time.

*Important Student Fee Information

other financial... ▾ ⏏

Personal Information

Demographic Data
Emergency Contact
Names
User Preferences
Authorize to Release

Contact Information

My mailing address None	My home address Vallejo, CA 94589
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Click on the **Add a Name Change** button and from the Name Type drop down select preferred name. You can update your first and/or

middle name, then click **Save**. Name changes will appear immediately.

go to ... 

Personal Information | Security | Credentials | Participation
Addresses | **Names** | Pref Names | Phone Numbers | Email Addresses | Internet Addresses | Emergency Contacts

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	

Add a new name

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Preferred 

Format Using: English [Change Format](#)

Prefix: 

First Name:

Middle Name:

Last Name:

Suffix: 

Date new name will take effect: 08/31/2021  (example: 12/31/2000)

Save

Affirmed/Chosen Name FAQ

1. What is a Affirmed/Chosen Name?

An affirmed/chosen name is a first and/or middle name by which someone wishes to be commonly known if different from their legal first name. Affirmed/chosen names can be changed in CMA portal PeopleSoft – Student Systems.

Unlike affirmed/chosen name changes, legal name changes must be handled by the Registrar's Office and requires legal documentation. If your legal name has changed and you would like to update it, please contact the Office of the Registrar.

2. Can I set or change my affirmed/chosen name and pronouns to whatever I want?

You can set an affirmed/chosen name that you want to be known by in university systems instead of your legal name, where such usage is currently supported. The University reserves the right to remove an affirmed/chosen name if it is inappropriate or being used for misrepresentation or to evade legal obligations.

Will my preferred name be used for everything at the University?

We are using preferred name in as many places as we can. As of right now, your preferred name will appear in the Student Center, the Advisor Center, the Faculty Center include Class and Grade rosters, and Brightspace. Bear in mind that your legal name will continue to be used anywhere a legal name is required, such as official and unofficial transcripts, and any documentation involving financial aid or student accounts. For some of these services, you may need to provide government ID containing your legal name (such as when picking up a check).

3. Can I change my email address to match my affirmed/chosen name?

Yes. Students may update their email address to their affirmed/chosen name by visiting the Help Desk.

4. Can I specify an affirmed/chosen last name?

No. Last names can be changed only because of a legal name change. You must file a Name Change request with the Registrar's Office. or Human Resources to do this.

5. Am I required to set a affirmed/chosen name?

No. Using an affirmed/chosen name is entirely optional.

6. How long will it take for my affirmed/chosen name to appear and be used by the University?

Once you set your affirmed/chosen name in PeopleSoft – Student Systems, it will automatically appear and be used in the Student Center, the Advisor Center, the Faculty Center including Class and Grade rosters.

7. Do I need to change my password when I set a affirmed/chosen name?

No. Your password should not be affected by an affirmed/chosen name change.

8. I still have questions. Who can I talk to?

You can contact the Registrar's Office at registrar@csum.edu