

PREFERRED NAMES

BROUGHT TO YOU BY THE SYRACUSE UNIVERSITY PRONOUN, GENDER AND PREFERRED NAME ADVISORY COUNCIL

PREFERRED NAMES

are names that may be chosen to be used instead of legal names.

The preferred name service can be helpful for anyone:

- > **Trans or non-binary folks**
- > **International students**
- > **William that goes by Bill**
- > **Faculty with pen names**

ASK ✓

You cannot tell someone's name just by looking at them.



RESPECT ✓

If someone takes the time to let you know their name, use and respect it. It's not up to you to decide someone else's identity.

PRACTICE ✓

If you have difficulty using someone's name, practice. Ask co-workers, peers and friends to point out if you've made a mistake.

Syracuse University students, faculty staff can select their preferred names:

- 1 Log into MySlice
- 2 Select the "My Profile" pagelet
- 3 Click on "Personal Details" from the "Personal" tab
- 4 Click on the "+" icon above your Name
- 5 Enter your preferred name and Save
- 6 For more information, please visit answers.syr.edu/PreferredNameFAQ

Some places your preferred name will appear include:

- > Syracuse University email
- > Orange SUccess
- > Degree Works
- > MySlice class and grade rosters
- > Blackboard
- > Handshake



Not sure where to start? Visit answers.syr.edu/PreferredNameFAQ.

Email pgpnac@syr.edu with questions, comments or specific requests.