

# PREFERRED NAMES

BROUGHT TO YOU BY THE SYRACUSE UNIVERSITY PRONOUNN, 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 and 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](https://answers.syr.edu/PreferredNameFAQ)

Some places your preferred name will appear include:

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



Not sure where to start? Visit [answers.syr.edu/PreferredNameFAQ](https://answers.syr.edu/PreferredNameFAQ).

Email [pgpnac@syr.edu](mailto:pgpnac@syr.edu) with questions, comments or specific requests.