

Change Your Preferred Name in Brown Systems

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For **legal name changes**, see our article [Change Your Legal Name in Brown Systems](#).

If your name change or nickname is not legal, you can still use a preferred name in many Brown systems. If you are a student with a sensitive name change related to gender, [Student Support Services](#) or the [LGBTQ Center](#) can advise and assist you with other steps, for example, informing faculty of your preferred name.

This name will be used on class rosters and other places where your name is accessible to the public. The chosen first name may be used on your transcript if you indicate that you wish to have it used in lieu of your legal name.

1. First, change your preferred name with the office of record for your primary affiliation at Brown:

- **Enrolled Students:** Change your name by logging into [Self-Service Banner](#). Once in Banner, select the **Personal Information** link and then choose the **My Name** tab. The chosen (or preferred) first name may only be changed and/or deleted once per semester if you are an actively enrolled degree-seeking student. The last name cannot be altered from whatever legal last name is on file with the Registrar.
 - The name that appears on your diploma is assigned when you fill out your application to graduate. For undergraduates who do not fill out the application in time, the preferred name will be used on your transcript.
 - **Committed Applicants:** The option to set a preferred name in Banner may not become available until you become an Active Student.
- **Faculty/staff:** Change your name in Workday - under **Personal Information**, choose **Preferred Name**, and edit your name as needed
- **Sponsored IDs** (Brown affiliates): Change your name in [MyAccount](#) - on the **Profile** page, enter in a preferred first and last name.
- **Pre-College Summer Students:** Please email precollege@brown.edu to have your name updated
- **Alumni:** Please notify the Alumni Records team at alumni_records@brown.edu

2. Once you have confirmed that the office above has changed your preferred name, submit an [Access Request](#) to update your email.

This step will create an updated email address to match your preferred name/chosen name.

The Computing Accounts office can assist you in updating your records and troubleshoot any issues.