

## Preferred First Name Frequently Asked Questions

Q: What is changing?

A: Faculty and staff can enter an optional preferred first name, in addition to their standard (legal) name, and select usage options for where that preferred name appears in university systems: limited or broad use

	Usage Options	
University of Iowa System	Limited	Broad
MAUI, Canvas, and ICON (for instructors and advisors)	Standard Name and Preferred Name	Standard Name and Preferred Name
ePersonnel file	Standard Name and Preferred Name	Standard Name and Preferred Name
Publicly-visible online directory [1]	Standard Name	Preferred Name
Name that accompanies your UI email address [2]	Standard Name	Preferred Name
University email address (first-last@uiowa.edu) [2]	standardfirst-standardlast@uiowa.edu	standardfirst-standardlast@uiowa.edu
HawkID [3]	Generated based on Standard Name	Generated based on Standard Name
University ID cards	Standard Name on front and back	Preferred Name on front, Standard Name on back
Human Resources systems, such as Payroll and Benefits [4]	Standard Name	Standard Name
Systems used by other campus departments and units	Standard Name	Preferred Name, unless the system requires Standard Name

- [1] Only one name type is searchable and appears in the publicly-visible online UI directory (Preferred Name if the user selects “Broad Use”, Standard Name if they select “Limited Use”)
- [2] Selecting “Broad Use” means that Preferred Name will accompany the user’s UI email address (in the address book and in to/from/cc lines), but the email address itself will not change; see [Request to Change Email Alias](#) for instructions for changing an email address
- [3] For instructions for changing a HawkID, see [Change HawkID username](#)
- [4] Some systems, including Human Resources systems such as Payroll and Benefits, require Standard Name, even if “Broad Use” was selected for Preferred Name

Q: Do I have to enter a preferred first name?

A: No.

Q: How do I enter my preferred first name and select my usage option?

A: Go to [Employee Self-Service](#)

Q: Can I enter a preferred last name?

A: No. University business and systems require that your last name is your legal last name.

Q: After I enter my preferred first name, when will it appear in university systems?

A: Please allow at least one business day for university systems to refresh.

Q: Right now my standard name is not my legal name. (e.g., Beth for Elizabeth). Is that ok?

A: Your standard name should be your legal (first and last) name as it appears on your social security card; otherwise, you may encounter difficulties with the IRS or state revenue and tax agencies

Q: My current standard name is not my legal name. How do I change my standard name back to my legal name?

A: You can and should correct it by November 17, 2017 at [HR Name Page](#)

Q: What if I want to change my standard name back to my legal name after November 17, 2017? (e.g., change Beth back to Elizabeth)?

A: Starting November 18, 2017, you will need to change your standard name at [Employee Name Change Form](#) and attach documentation, such as a driver's license or court order.

Q: I need a new university ID card with my preferred first name.

A: After you have added your preferred first name (Employee Self-Service), you can request a new ID card at the Iowa One Card Center, 3 Jessup Hall. The replacement fee for the new card will be charged to your U-Bill. Bring your old ID card, if available. Bring a photo ID with your legal name on it for verification.

Q: Can I choose any name for my preferred first name?

A: No. Your preferred first name must be a name you truly use to identify yourself, and the university will not accept a preferred first name that is vulgar or offensive, obscene, fanciful, or creates confusion with another person. See the [Preferred First Name Policy](#).

Q: I have questions about this. Who can I contact for more information?

A: Contact [diversity@uiowa.edu](mailto:diversity@uiowa.edu)