Name in Use-Identified Name

What is an Identified name?
An identified name is the first and/or middle name a person uses instead of their legal first and/or middle name (the name that appears on various legal documents.) Some examples of when a person uses their identified name in use instead of their legal name are as follows:

- If the legal name does not reflect their gender (using Ace instead of Alexis or using Veronica instead of D’Andre)
- When using a shortened version of a legal name (using Liz instead of Elizabeth)
- When using a nickname or a different version of a legal name (using Jack instead of Jonathan III or Mick instead Michael)
- When using their middle name as their first name.
- When initials instead of your name (AJ instead of Alex Jones)

Do I need to enter an identified name?
No. Identified name is an option for students who wish to be known by a name other than their primary/legal name. If you regularly use your primary/legal name, there is no need to indicate an identified name. Requests for names that match your primary/legal name will not be processed.

Who has access to my identified and legal names?
Staff with an administrative need will see both legal and preferred names. Similar to GPAs and other sensitive information, these staff are trained on the implications of this access.

Will my identified name appear in the UWO Directory?
Yes, the online directory will pull your identified name. If you do not have an identified name, then it will pull your primary/legal name. Since names are directory information, your identified name may be released to the public. If you have given third party access to your account, that person(s) will see your identified name.

Will my identified name appear on my Titan Card (student ID card)?
Yes, but you will need to initiate this change. Print out a copy of the Names page in TitanWeb that shows your identified name. To access this, login to TitanWeb and scroll down to Personal Information, click on the Names link and print the Names page. Bring the copy to the Titan Card Office along with your old Titan Card. Your identified name will appear on the front of the card and your legal name will appear on the back of the card.

Is my identified name reflected in my NetID?
No. Your NetID (the part of your UWO email address that comes before the “@”) is based on your primary/legal name and cannot be changed. If you would like to change the name associated with your email address to your identified name, please email the helpdesk.

Can I use my identified name for the Dean's List/Honor Roll publications that are posted online? Yes. Please contact Trevor Clementi, Clementt@uwosh.edu in University Marketing and Communications.

Can I request to have my identified name on my university diploma?
Your identified name may be used for the diploma. Please review diploma name in the electronic application located in your Student Center.
Other places where identified name is used:
- Office 365
- Mobile Applications
- Grade and Class rosters
- Advisement Report
- Navigate
- Canvas
- TitanWeb Student Center
- TitanWeb Advisor Center
- TitanWeb Student Services Center (staff view)

UW Oshkosh also recognizes the importance of students being able to select and share their pronouns in university documents and systems. Faculty and staff should respect students’ pronouns by using the pronouns the student has indicated both in the classroom and outside of it, regardless of whether or not the student is present. As systems are updated and become available, pronouns may be reflected accurately.

Can I make my identified name whatever I want?
Names are limited to alphabetical characters, a space or hyphen (-). Your identified name will appear as it is entered on the request form. You are not allowed to enter identified name for purposes of misrepresentation or fraud. Such attempts may also violate the UWS Student Nonacademic Misconduct Chapter 17.09.09, 17.09.10, and/or 17.09.11. The Registrar’s Office will review all identified name requests and consult other campus offices as needed and appropriate.

How long will it take for my identified name to start appearing in campus systems?
Typically, identified name requests will be processed within 1-2 business days of submission. Once processed, the identified name will immediately appear in TitanWeb, while there may be a delay of 1-3 additional business days for other campus systems.

How many times can I change my identified name?
Indicating a name in use can have ripple effects throughout your day-to-day experiences. Changing your identified name more than once can lead to confusion regarding your identity, challenges in customer service, and/or the interruption of your ability to access some University systems.

Why am I not allowed to indicate an identified name last name?
To ensure that instructors and other staff are able to appropriately identify you for class attendance, grading, and other university purposes, your primary/legal last name will always appear in conjunction with an identified name first and/or middle name. Last name changes can only be changed through a legal name change.

How does my identified name affect my F-1 and J-1 visa status?
Your identified name (also known as your “nickname” or perhaps even your “English name”), if you have one, is for use within the university community. International students may feel free to select an identified name for on-campus use. However, you may not use your identified name when a legal name is required. For example, for the purpose of F-1 or J-1 student visa status, the legal name must be used on I-20s and DS-2019s. An individual’s legal name is what appears in the passport.
How do I update my primary/legal name at UW Oshkosh?
You can change the name that appears on your academic record by filling out a Name Change Form online or at the Registrar’s Office, Dempsey Hall 130. Your completed form must be accompanied by a form of documentation showing your new name (i.e., marriage certificate or court order) and a photo ID.

Places where legal name is used for university business or legal needs including but not limited to:
- Financial, medical, law enforcement documents
- Insurance documents
- Official UW Oshkosh Transcript
- College of Education teacher certification records
- Human Resources (Student Employment Documents)
- Immigration and Visa-Related Documentation
- Required State and Federal Data Submissions
- NetID
- When a university information system, database, or process is not able to display or otherwise make use of an Identified Name or where a specific use of a university information system, database, or process requires display of the legal name.

How do I delete my identified name?
You will need to complete a new Identified Name change form indicating removal of your current identified name.

What happens if someone enters an inappropriate identified name?
You are not allowed to enter an identified name for purposes of misrepresentation or fraud. Such attempts may also violate the UWS Student Nonacademic Misconduct Chapter 17.09.09, 17.09.10, and/or 17.09.11

Is identified name available for instructors or staff?
Please contact the UWO Human Resources Office.