

USING YOUR CHOSEN NAME AT CLEVELAND STATE UNIVERSITY

A Guide for Students



In 2017, Cleveland State University adopted a new [Preferred Name Policy](#), which states that “the university seeks to allow the use of preferred names wherever possible, consistent with the law and the constraints of university systems.”

The policy uses the term “preferred name” and is meant to support those who have chosen names as well as those who have preferred names. The term “chosen name” is

CHANGING YOUR NAME IN CAMPUSNET

You can change your name via CampusNet:

1. Log in to CampusNet at campusnet.csuohio.edu
2. Navigate to the “Personal Data” tab and click “Personal Data” again
3. Click the orange “Change Name” button and enter your name

The screenshot shows the 'Personal Data' page in CampusNet. At the top, there are navigation tabs: 'Personal Data', 'Account', 'Email', 'Change Password', 'Class Search', 'Parking', and 'Health Insurance'. Below these are links for 'Ask a Question', 'Print', and 'Help'. A green banner reads 'KEEP YOUR ADDRESS AND PHONE NUMBER CURRENT! Materials mailed by Cleveland State and various departments will be sent to the name/address below.' The 'Home Address' section shows '2121 Euclid Ave, Cleveland OH 44115 USA' with an 'Update Address' button. The 'Phone' section shows '216/687-2000' for both Home and Mobile phones with an 'Update Phone / Text Message Preferences' button. The 'Name' section shows 'Magnus Viking' for both Preferred and Legal names with a 'Change Name' button.

Where will my name change?

- CampusNet pages
- Counseling Center records*
- CARE records
- Blackboard
- Class rosters
- Health and Wellness records*
- *
- Residence Life software, including Roompack*
- Graduation program*
 - Names can be omitted or changed back to a legal name by contacting graduation@csuohio.edu prior to the submission of a graduation application

*Legal documents, such as billing information, lease documents, and diplomas are not changed through this system.

MANUAL NAME CHANGES

Certain services require additional steps to change your name.

Viking Card

1. updating your name in CampusNet
2. Bring a valid photo ID with you (this does not need to have your chosen name)
3. Turn in your current Viking Card to have a replacement card printed at no cost
4. If you do not turn in your current Viking Card, there will be a charge of \$20
5. You will have the opportunity to take a new photo

Certain places that use your Viking Card may still display your legal name, including entry into residence halls.

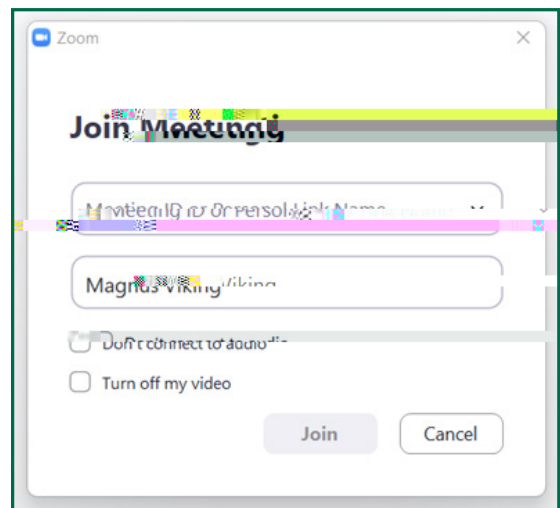
Zoom

Prior to Joining a Meeting:

1. Open Zoom and select to join the meeting by Meeting ID (instead of clicking on the meeting link)
- 2.
3. Type your name on the second line

While in a Meeting:

1. Right click your name or camera feed
2. Click "Rename"
3. Edit your name
4. Pronouns can also be added at



Office of Disability Services

1. Go to the [Disability Services Online System](#)
- 2.
- 3.
- 4.
5. More information is available at csuohio.edu/disability/preferredname

Handshake (Office of Career Development & Exploration services hub & job board)

- 1.
- 2.
3. Edit your name

