



Setting a Chosen Name User Guide

How to Set a Chosen Name for Use in Rutgers Systems

For a list of FAQs and standards for the acceptable formats of a Chosen Name, please visit <https://uhr.rutgers.edu/worklife-balance/submitting-chosen-name>

Setting A Chosen Name

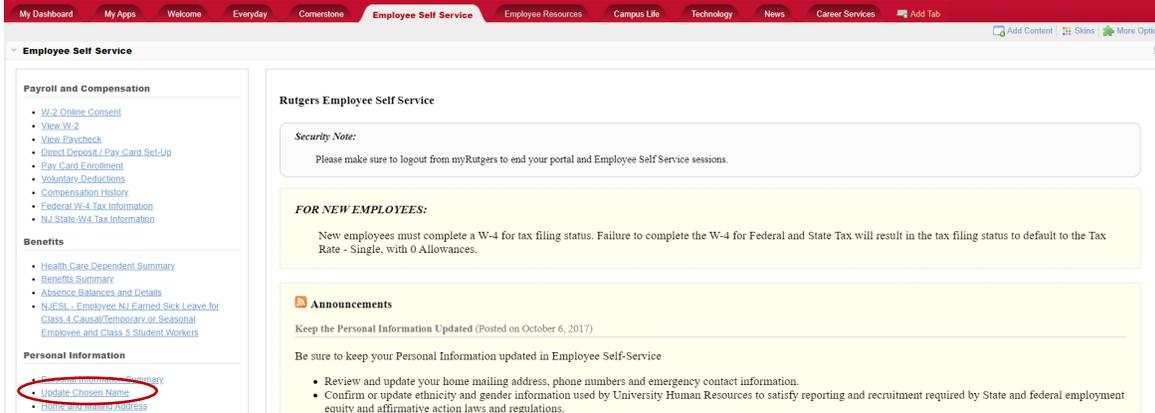
Rutgers recognizes that members of our community use names other than their legal names. The university seeks to promote the comfort and safety of students, staff or faculty members who wish to be identified by a name other than their legal name by instituting a chosen name procedure. Employees can determine the chosen name that they wish to be known by. University business and systems require the use of your legal last name. Accordingly, the chosen name procedure is limited to first name only. Rutgers reserves the right to remove a name that is vulgar or offensive, obscene, contains profanity, discriminatory language, or sexually suggestive words, or creates confusion with another person.

Employees may submit a chosen name by following the steps outlined below:

1. Log into the [MyRutgers Portal](#) with your NetID and password.
2. Select the “Employee Self Service” Tab.



3. Select “Update Chosen Name” which is located under Personal Information on the left menu.



4. Click on “Manage Chosen Name” tab at the top of the screen

Chosen Name

Jennifer Doe

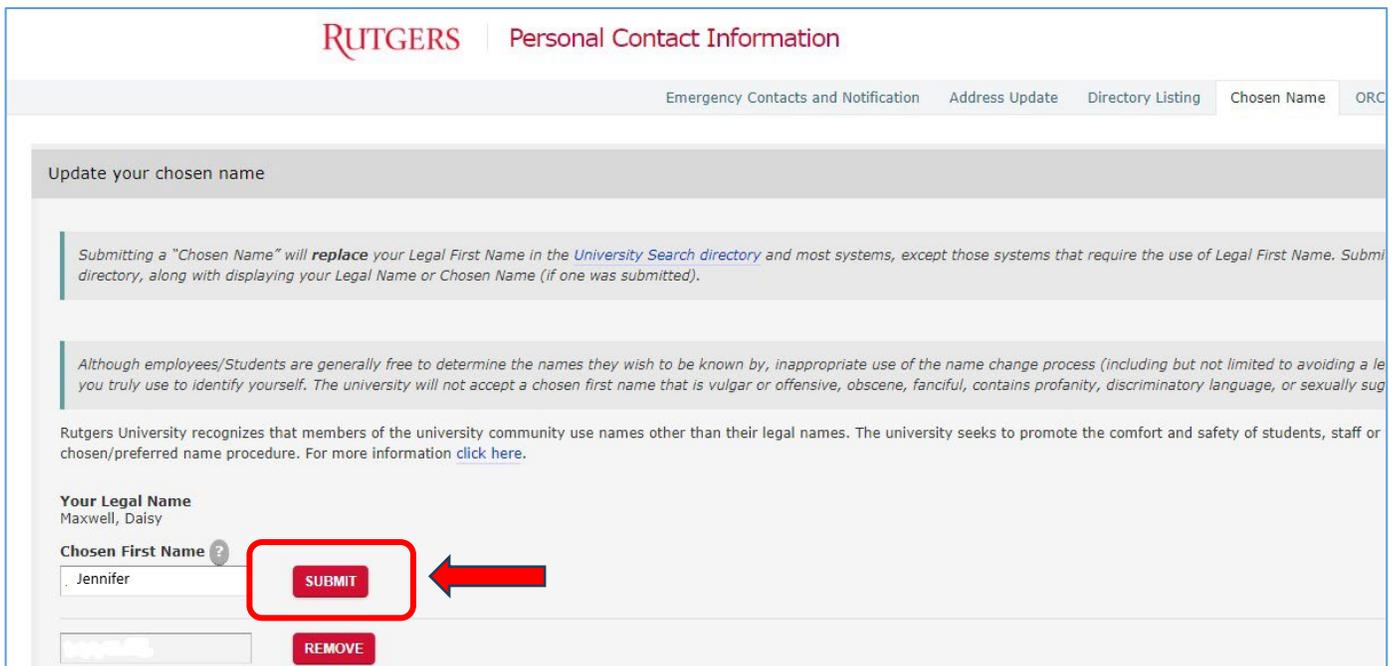
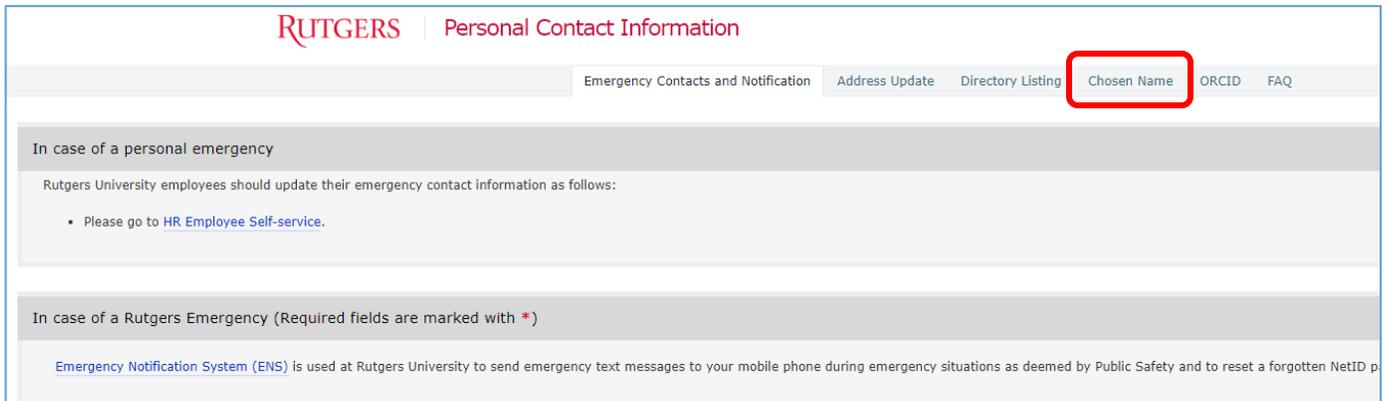
To Update your chosen name, please go to [Manage Chosen Name](#). Once you are on the screen, click on the Chosen name tab.

Changes made via this link take up to 24 hours to process before they are reflected in self-service but they are immediately displayed in the online directory.

Current Names				
Type of Name	As Of Date	Name	Status	
Primary	09/03/2013	Doe, Jennifer	Active	View Name Details
Chosen	07/14/2023	Doe, Jenny	Active	View Name Details

5. On the bottom of the screen, you can make the desired updates.
6. Once complete, click on the “**SUBMIT**” button.
7. You will receive a confirmation green box stating you have successfully updated your chosen name or an Error box indicating what is wrong and to make the corrections.

Please note, the university directory will be updated once you click automatically but changes to other systems will take 24-48 hours to take effect.



8. Once you click on **SUBMIT** the box below will appear if you save it successfully. Or a red box will appear with an error message. Read the message and make the fix on your chosen name to fit the criteria provided.

 **SUCCESS:** Your request to change chosen name has been successfully submitted.

 **ERROR:** Your changes have not been saved!
Please fix the following errors and resubmit.

- The chosen name is limited to at least one alphabetical character (A-Z or a-z) and can include the following special characters: apostrophe, hyphen, and periods.

9. Make sure you log out of “Personal Contact Information” page and logout of myRutgers portal.

Welcome Jennifer Doe [Log out](#)