

# Electronic Preferred Name Change Request

FSU employees may change their preferred name by completing the electronic Preferred Name Change form that has been moved to the OMNI system.

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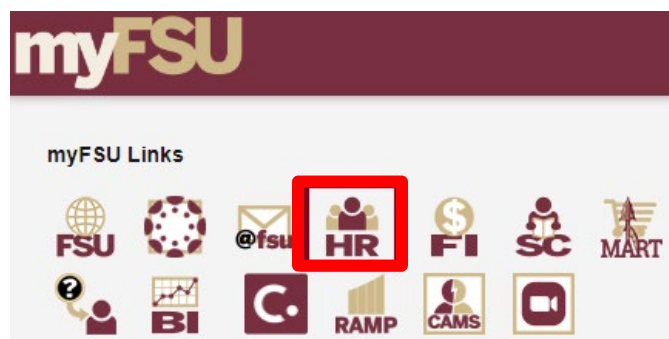
## When to Submit the Preferred Name Change Form

FSU employees may submit a preferred name change to update their preferred name where it will be visible in the FSU directory and email system.

Please note that this is not an official name change. For more information on the official/legal name change process, please see the [Name Change Request Form](#).

## Where to Find the Preferred Name Change Form

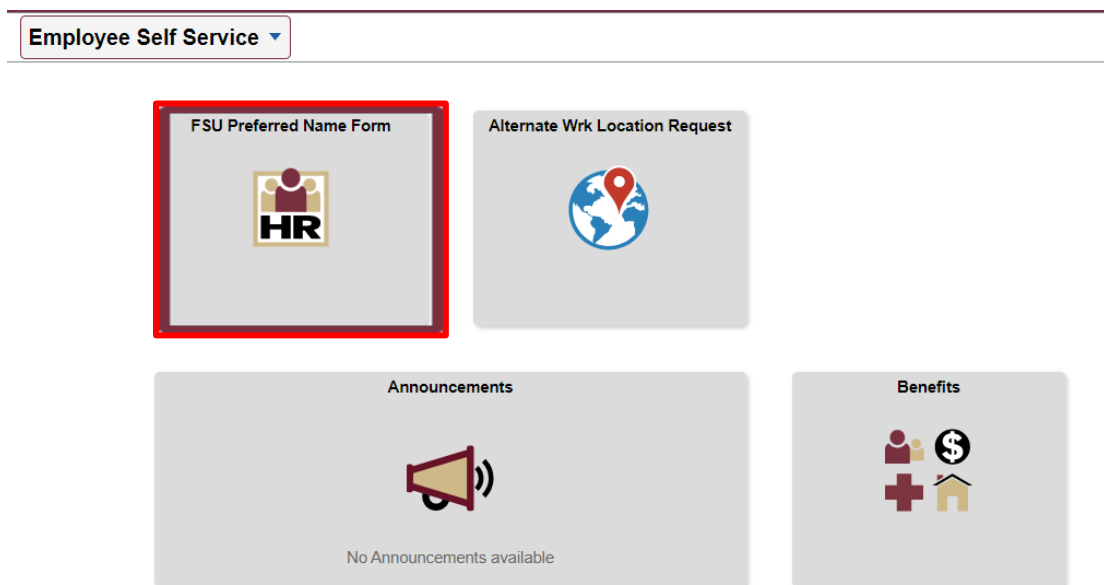
1. Sign into my.fsu.edu using your credentials and click the HR tile.



2. Navigate to Employee Self Service.



3. Click FSU Preferred Name Form tile.



## How to Submit the Preferred Name Change Form

1. Insert your Name or Employee ID into the Search bar and click Add.

HR Homepage

▼ New Search

Form ID

Empl ID

First Name

Middle Name

Last Name

Form Status

Search

Clear

View Search/Create Form

+

Add

2. Insert your preferred name into the boxes under the Preferred Name bar and click Submit.

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Preferred Name Change Request Form

An employee's preferred name will be visible in the FSU directory and email system. Please note that this is not an official name change. For more information on the official/legal name change process, please see the Name Change Request Form.

Form ID:NEXT Status:

Current Name

Empl ID 000111222  
First Name Sally  
Middle Name Samantha  
Last Name Seminole

Preferred Name

\*First Name

Middle Name

\*Last Name

Submit

Return

- Once submitted, the Preferred Name Change form is submitted to HR for review and approval. You will receive an email notification confirming when the submission is approved or denied. Please allow up to 48 hours for the change to update across FSU systems.

**Preferred Name Change Request Form**  
An employee's preferred name will be visible in the FSU directory and email system. Please note that this is not an official name change. For more information on the official/legal name change process, please see the Name Change Request Form.


**Form ID:1007   Status: Submitted**

**Current Name**  
Empl ID   000111222  
First Name   Sally  
Middle Name   Samantha  
Last Name   Seminole

**Preferred Name**  
First Name   Sam  
Middle Name  
Last Name   Seminole

FSU Name Change form  
▼ Form ID=1007, Employee ID=200409746   Pending

**Name Change Approvals**

 Pending

Multiple Approvers  
EDM Admin   >

Return

**Need help?** If you have any questions regarding this form, please contact Emily Lane at [eslane@fsu.edu](mailto:eslane@fsu.edu) or 850-644-7803.