

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.

Table of Contents

- [When to Submit the Preferred Name Change form](#)
- [Where to Find the Preferred Name Change form](#)
- [How to Submit the Preferred Name Change form](#)

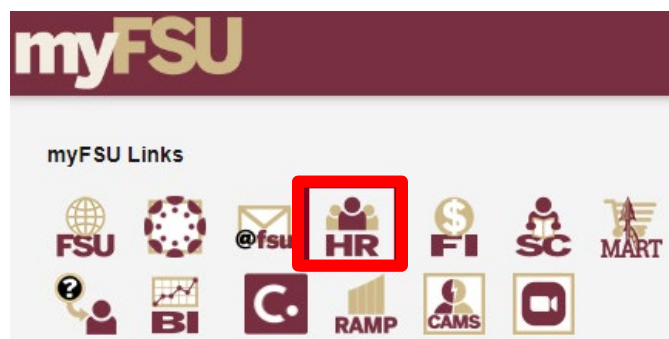
When to Submit the Preferred Name Change Form

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

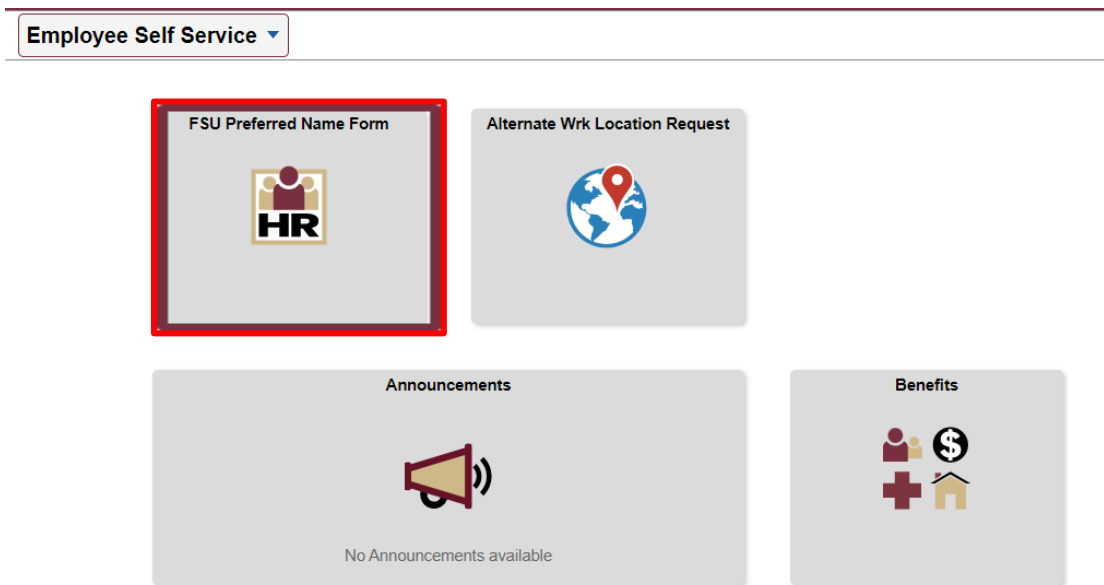
1. Sign into my.fsu.edu using your credentials and click the HR tile.



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.

The screenshot shows a web interface for the HR system. At the top, there is a dark red header with a back arrow and the text "HR Homepage". Below this, the interface is split into two main sections. On the left, there is a "New Search" panel with several input fields: "Form ID", "Empl ID" (highlighted with a red border), "First Name", "Middle Name", and "Last Name". Below these fields is a "Form Status" dropdown menu. At the bottom of this panel are two buttons: "Search" (dark red) and "Clear" (light grey). On the right, the section is titled "View Search/Create Form" and contains a single button labeled "+ Add" (light grey with a red border). A dark red sidebar with a white pause icon is partially visible on the right edge of the search panel.

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

FLORIDA STATE UNIVERSITY - OFFICE OF HUMAN RESOURCES



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 or 850-644-7803.