Making a Name Change on your Institutional IDs

a how-to guide for University of Chicago
Faculty, Staff, and Students

CSGS **Center for the Study of Gender and Sexuality**
The University of Chicago

Getting Started

At the University of Chicago, there are three main institutional ID markers:

1 CNET ID	2 NAME OF RECORD	3 ID CARD
Managing Office Chief Information Security Officer	**Managing Office** The Office of the Registrar	**Managing Office** The ID and Privileges Office

Below we have compiled a short guide to the processes for students, staff, and faculty who are seeking a formal name change in the university records.

If you encounter any issues with these processes, we suggest reaching out to the specific officers on campus that oversee these institutional markers. Alternatively, you may report any problems you encounter here: https://forms.gle/uAFvpNdCNzPGgk2f9 (*Please note that this information may be shared with the offices above in an effort to improve the process. You may submit the report anonymously.*)

CNET ID

Managed by: Chief Information Security Officer

Members of the University of Chicago campus set their CNET ID when they first arrive, and the protocol to make a change in ID after it is set is quite rigorous due to internet security protocols. Anyone can use an email alias to send emails from a name that differs from the CNET ID through MyAccount.Uchicago. But, in some situations, a person may need to create a new CNET ID to reflect their gender identity, to reflect a change in marital/domestic partnership status, or to protect themselves from potential violence.

To initiate the creation of a new CNET ID, a person must write via email to the Chief Information Security Officer, the Office of Legal Counsel, and the Title IX officer. This request to all three offices can be sent to ciso@uchicago.edu. In this email, the person should provide a brief justification for the request to create a new CNET ID and provide supporting evidence. For a name change related to gender identity or marital/partnership status, including divorce, a brief description of the situation should be sufficient as supporting evidence. If there is documentation of a legal name change, however, this should also be included. In the case of seeking a name change for personal protection against stalking or other violence, the person should provide a filed police report or documentation from the Dean of Students Office that demonstrates the severity of the situation. After this request is received, representatives from the three offices meet and discuss the request. If

the request is approved, the Identity and Access Management Team will contact the person and help them set up a new CNET ID.

Name of Record

Managed by: The Office of the Registrar

Faculty and students have the name they entered the University of Chicago with on file with the Registrar's Office. For faculty and graduate student instructors, this name comes up on course schedules as the instructor of record. For students, this name comes up on course rosters and on diplomas. The University does allow students to select a preferred name through my.uchicago.edu, as detailed here. In some cases, however, people may seek a formal name change to reflect their gender identity, their marital or partnership status, or for other personal reasons. In these cases, there are different procedures for students than there are for faculty and staff.

For students, the Office of the Registrar has an official change of name form that can be accessed here. The form requires supporting evidence of a new name that can be a driver's license or state ID card, a court document, or a passport. This form must be formally notarized before it is signed. All students can access a free notary public service at the Office of the Registrar, and international students can also access a notary public at the Office for International Affairs.

For faculty or staff student advisers, the Office of the Registrar requests an email detailing the name change be sent to registrar@uchicago.edu. For 2021-2022, the Registrar is Scott Campbell (scottcampbell@uchicago.edu). It can be prudent to cc the Registrar on this email to the general account.

ID Card

Managed by: The ID and Privileges Office

Students can put a preferred name on an ID card if it is registered with the Registrar's office. Name changes and new IDs can be requested - and IDs are replaced free of charge for name changes. To do this, make an appointment at https://rooms.lib.uchicago.edu/reserve/carding or go to the ID & Privileges Office in the Regenstein Library as a walk-in.

Problems?

If you encounter any problems with this process, please report them here: https://forms.gle/uAFvpNdCNzPGgk2f9

Please note that this information may be shared with the offices above in an effort to improve the process. You may submit the report anonymously.