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 “Add/Update Chosen Name” button to make the desired updates and click “Save” to view a confirmation of the changes.
5. You will return to the summary page which will display your legal name and your chosen name.