

USING YOUR CHOSEN NAME AT CLEVELAND STATE UNIVERSITY

A Guide for Students



In 2017, Cleveland State University adopted a new [Preferred Name Policy](#), which states that “the university seeks to allow the use of preferred names wherever possible, consistent with the law and the constraints of university systems.”

The policy uses the term “preferred name” and is meant to support those who have chosen names as well as those who have preferred names. The term “chosen name” is used throughout this guide to affirm that your name is more than a preference.

CHANGING YOUR NAME IN CAMPUSNET

You can change your name via CampusNet:

1. Log in to CampusNet at campusnet.csuohio.edu
2. Navigate to the “Personal Data” tab and click “Personal Data” again
3. Click the orange “Change Name” button and enter your name

Where will my name change?

- CampusNet pages
- Counseling Center records*
- CARE records
- Blackboard
- Class rosters
- Health and Wellness records*
- Bursar’s Office*
- Residence Life software, including Roompack*
- Graduation program*
 - Names can be omitted or changed back to a legal name by contacting graduation@csuohio.edu prior to the submission of a graduation application

*Legal documents, such as billing information, lease documents, and diplomas are not changed through this system.

MANUAL NAME CHANGES

Certain services require additional steps to change your name.

Viking Card

1. Visit the Viking Card Office at BH 112 at least two business days after updating your name in CampusNet
2. Bring a valid photo ID with you (this does not need to have your chosen name)
3. Turn in your current Viking Card to have a replacement card printed at no cost
4. If you do not turn in your current Viking Card, there will be a charge of \$20
5. You will have the opportunity to take a new photo

Certain places that use your Viking Card may still display your legal name, including entry into residence halls.

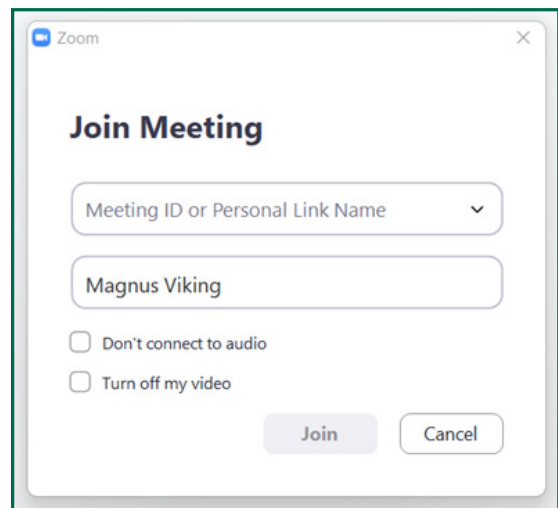
Zoom

Prior to Joining a Meeting:

1. Open Zoom and select to join the meeting by Meeting ID (instead of clicking on the meeting link)
2. Type the meeting ID on the first line
3. Type your name on the second line

While in a Meeting:

1. Right click your name or camera feed
2. Click "Rename"
3. Edit your name
4. Pronouns can also be added at csuohio.zoom.us/profile



Office of Disability Services

1. Go to the [Disability Services Online System](#)
2. Click on "My Profile" near the top of the page
3. Scroll down to the Preferred Name edit field and enter your name
4. Click the "Update Your Profile" button
5. More information is available at csuohio.edu/disability/preferredname

Handshake (Office of Career Development & Exploration services hub & job board)

1. Navigate to the "My Profile" screen
2. Select the pencil next to your profile photo and name
3. Edit your name

LEGAL NAME CHANGES

The following areas can only be changed with a legal name change:

- CSU affiliated Zoom account default name
- Leasing documents for Residence Life
- Financial documents at the Bursar's Office
- CSU affiliated email display name
- Microsoft Teams display name
- Diploma
- CSU computer login screens
- Starfish

Getting a legal name change

There are several community resources to guide getting a legal name change in Ohio. Some counties may have additional requirements. Documents and instructions by county can be found at equitashealth.com/services/ohio-name-change-documents. Legal name change clinic dates can be found at equitashealth.com/services/name-gender-change.

The general requirements are:

- File an application in the Probate Court of the county you live in
- Publish notice of a hearing about your application
- Attend a hearing about your application in the Probate Court

Submitting your legal name change

Cleveland State requires the submission of a [Change of Student Information Form](#).

You can hand deliver this form along with a copy of required legal documents to Campus411 / All-in-1 at Berkman Hall 116, or email it to registrar@csuohio.edu from your @csuohio.edu email address. Copies of this form are available at the LGBTQ+ Student Services Center (BH 211).

The LGBTQ+ Student Services staff are happy to walk students through the processes above. For questions or assistance, please call 216-687-2324 or email lgbtq@csuohio.edu.

What if I have more questions about this policy?

The Office for Institutional Equity is available to answer questions about the Preferred Name Policy. They can be contacted at oi@csuohio.edu.

LGBTQ+ Student Services is available to support transgender and gender diverse students wishing to learn about available support services and other relevant policies. They can be contacted at lgbtq@csuohio.edu.

To learn more about LGBTQ+ inclusive policies, you can sign up for a Safe Space Training at csuohio.edu/lgbtq/safe-space-training.



**CLEVELAND STATE
UNIVERSITY**

Cleveland State University
LGBTQ+
Student Services