Updating a Preferred Name

If you want to have your preferred named used in your district email, CAMPUS, and other accounts, there <u>two</u> steps to the process.

1. Add your preferred name in PeopleSoft through Self Service.
2. Create an IT ticket to update your preferred name in all other software.

PeopleSoft must be updated first before Tech Services can update all other software. The timing of seeing your updated accounts takes approximately 2 business days.

STEP 1: Updating PeopleSoft.

A. Click on the "Employee Self Service" tile.
B. Click on the "Name" tile.
C. Click on your name.
D. Enter your preferred name in the appropriate field.
E. Click "Enter"
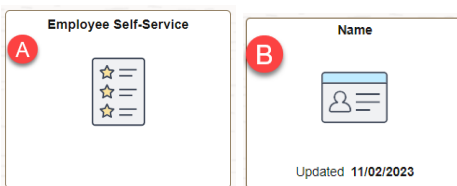
STEP 2: Updating all other software.

    F.   Go to the Tech Services main page of their website. Technology Services / Homepage (spps.org)

    G.   Click "Submit a Ticket"

    H.   Log in using your Active Directory login information.

    I.   Click "Request a Service"

    J.   Click "Name/Gender AD & Email Account Change

    K.   Enter your preferred name and any additional information.

    L.   Click "Place Request"