

# Updating a Preferred Name

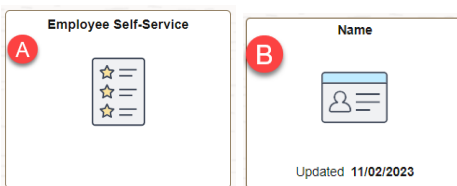
If you want to have your preferred named used in your district email, CAMPUS, and other accounts, there two steps to the process.

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”





### Name Details

Clara Nett (Clara)	Current	<b>C</b>	>
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### Name **E** Save

Change As Of:  


Name Format:  

Name Prefix:  

\*First Name:

Middle Name:

\*Last Name:

Name Suffix:  

**Preferred First Name**  **D**

Preferred Last Name:

Display Name: Clarita Nett (Clara)

Formal Name: Clarita Nett (Clara)

Name: Nett,Clarita (Clara)

## STEP 2: Updating all other software.

- F. Go to the Tech Services main page of their website. [Technology Services / Homepage \(spps.org\)](https://www.spps.org/Technology-Services/)
- 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"

The screenshot shows the St Paul Public Schools website interface. At the top left, there is a "Submit a Ticket" button with a wrench and screwdriver icon, labeled with a red circle 'A'. The main header is blue with the text "Hi, how can we help you?" and a search bar. A "Login" link is in the top right corner, labeled with a red circle 'B'. Below the header, there are two service cards. The first card, labeled with a red circle 'C', is titled "Request a service" and includes a shopping cart icon. The second card, labeled with a red circle 'D', is titled "Name/Gender AD & Email Account Change" and includes a person icon. Below these cards is a detailed view of the "Name/Gender AD & Email Account Change" service. It includes a note about confirming name updates in other systems, followed by instructions for students and staff. There are four input fields: "Staff or Student?" (a dropdown menu), "First Name\*", "Last Name\*", and "Additional Information" (a text area). A red circle 'E' with arrows points to each of these four input fields. At the bottom right of the form, there is a "Place Request" button, labeled with a red circle 'F'.

**Submit a Ticket**

St Paul Public Schools

+1 (651) 603-4357 Login

Hi, how can we help you?

Search for solutions, services and tickets

**Request a service**  
Browse the list of services offered and raise a request

**Name/Gender AD & Email Account Change**  
Staff or student name changes

**Name/Gender AD & Email Account Change**  
Staff or student name changes  
[Read more](#)

**Note:** confirm *First Name*, *Last Name*, and/or *Nickname* in other SPPS systems are updated before completing this request.

- **Students:** update *First Name* and/or *Last Name* in Campus through the **Student Placement Center**. Or, have your school clerk change the Campus *Nickname*.
- **Staff:** request *First Name* and/or *Last Name* updates in Peoplesoft via **Human Resources**.

Staff or Student? \*

First Name \*

Last Name \*

Additional Information  
Anything else we need to know?

**Place Request**