

Chosen Name - Display Status

Students and employees may use the **Update Chosen Name** link found on the **Profile** tab of MyMissouriState to provide a chosen name. When provided, chosen names are used in University business where technically feasible and where a legal name is not required. Additional information can be found on the [Student Chosen Name Information page](#) or the [Employee Chosen Name Information page](#).

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Systems Using Chosen Name

The following departments / processes / systems have been updated to use chosen names or work is in progress:

Department / Processes / Systems	Comments	Date
<p><u>Registrar</u></p> <ul style="list-style-type: none"> • Advising (Advisee List, Advising Notes and Releases) • Class List • Enrollment Verification • Diploma / Graduation / Commencement reports and documents • Dean's List <p><u>Computer Services</u></p> <ul style="list-style-type: none"> • Blackboard Learn • Email Display Name / Office365 • Web/People Search 	<p>Student and Faculty Names will use chosen on all Registrar systems listed.</p> <p>BearPass Email and Windows Live IDs will not automatically change.</p> <p>For email address changes, please contact User Support at HelpDesk@MissouriState.edu.</p>	May 2017
<p><u>Residence Life</u></p> <ul style="list-style-type: none"> • Roommate Assignment <p><u>Registrar</u></p> <ul style="list-style-type: none"> • Registration Status • Campus Wide Grade Reports (Academic Standing, Honor Roll) <p><u>Computer Services</u></p> <ul style="list-style-type: none"> • BearPass Card 	<p>Currently, to use chosen name on BearPass cards, the BearPass Card staff must be notified of chosen name.</p>	July 2017

<p><u>Human Resources</u></p> <ul style="list-style-type: none"> • My Learning Connection / Cornerstone LMS <p><u>Dean of Students</u></p> <ul style="list-style-type: none"> • Campus Judicial <p><u>Resident Life</u></p> <ul style="list-style-type: none"> • Resident Profile (RMS) • Floor charts, mailbox labels 		August 2017
<p><u>Registrar</u></p> <ul style="list-style-type: none"> • Faculty Grade Entry 		September 2017
<p><u>Computer Services</u></p> <ul style="list-style-type: none"> • MyMissouriState (not including links to other systems) 	In conjunction with Luminus upgrade to version 5.	January 2018
<p><u>Career Services</u></p> <ul style="list-style-type: none"> • JobTracks 	In conjunction with upgrade from CSO to GLCC.	March 2018
<p><u>Human Resources</u></p> <ul style="list-style-type: none"> • Employee Directory (People Search) • HR Org Chart by Supervisor • Service Award List • Retiree List (used for Service Awards) 	Only applies to employees / student employees	Spring 2018
In Development		
<p><u>Registrar</u></p> <ul style="list-style-type: none"> • Student Self-Service Profile • Advising Student Profile • Faculty Grade Entry / Faculty Self Service • Campus Wide Course Reports 	Delivery pushed back from July 2017 due to technical delay associated with Banner 9 upgrade - hoping for summer 2018.	TBD
<p><u>Residence Life</u></p> <ul style="list-style-type: none"> • Various reports (100+) • RMS reports 		Ongoing

<u>Taylor Health Center</u>	<ul style="list-style-type: none"> • Legal name will be maintained. • First chosen name entered will be sent to Taylor's health information system as an alternate name if an alternate name hasn't already been entered in their system. • Subsequent changes to chosen names will NOT migrate to Taylor but persons can notify Taylor staff of changes. 	TBD
<u>Human Resources</u>	<ul style="list-style-type: none"> • BearPAF • Employee Directory report • Employee Fee Waiver (credit and noncredit) • Raise Notifications 	TBD

Systems To Be Assessed

The following departments / processes / systems will be reviewed for use of chosen names where technically feasible and where legal name is not required.

Department	Processes / Systems	Comments
Computer Services	<ul style="list-style-type: none"> • CAMS • Missouri State Alert • Online Agreements (Electronic Contracts) 	
Residence Life	<ul style="list-style-type: none"> • Meal Plans (Blackboard Transact) • Room Change Request • Autodesk 	
Dean of Students	<ul style="list-style-type: none"> • Student Success (Sexual Assault Awareness Training) • Campus Link • Student Elections 	
Registrar	<ul style="list-style-type: none"> • Transcripts (Official, Unofficial, Continuing Education) • Reverse Transfer • Degree Audit • Drop with a Hold workflow • DG/DX Hold workflow • Refund and Drop workflow 	
Bookstore	<ul style="list-style-type: none"> • Student Booklist • Point of Sale / Ratex • eCommerce / eRatex 	

Foster Recreation Center		
Library	<ul style="list-style-type: none"> • MOBIUS • TutorTrac 	
Disability Resource Center	<ul style="list-style-type: none"> • Letter Generation 	
International Services		

Systems Using Only Legal Name

The following departments / processes / systems will continue to use legal name only:

Department	Processes / Systems	Comments
Financial Aid	All financial aid documentation and systems	
Human Resources	<ul style="list-style-type: none"> • IRS Forms • Benefits (Benefit Platform, Med-Pay, MOSERS, Cafeteria Plan, CARO, CURP, Health Risk Appraisal, Shared Leave Pool) • Onboarding (Background Check Provider, Employment Verification - HR) • Leave Report 	
Payroll	All payroll systems and reports, including pay stubs, W2, and W2C	
Student Employment	<ul style="list-style-type: none"> • Employment Verification 	
International Services	<ul style="list-style-type: none"> • SEVIS 	

Questions and Concerns

To have systems added to the list for assessment, please contact [Amie Squibb](#), Enrollment Services Systems Coordinator.

Questions and concerns about individual systems may be directed to the [Office of the Registrar \(Students\)](#) or the Office of Human Resources (Employees).

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
 417-836-5891