

Chosen Name - Display Status

Students and employees may use the **Update Chosen Name** link found on the **Profile** tab of [MyMissouri State](#) 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](#).

- [Systems Using Chosen Name](#)
- [Systems To Be Assessed](#)
- [Systems Using Only Legal Name](#)
- [Questions and Concerns](#)

Related articles:

- [How to Request an Office 365 Account](#)
- [How to Set Up Multi-factor Authentication \(MFA\)](#)
- [OneDrive Storage Account for Students](#)
- [Headings](#)
- [Color contrast](#)

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 |

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|--|--|----------------|
| <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 |
| <p><u>Taylor Health Center</u></p> | <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 |

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|-----------------|---|-----|
| Human Resources | <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 | |

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|------------------------|---|--|
| 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