

Updates	Process and things to know
<p>Preferred name (informal name) in your UNSW record</p> <p>Evidence or ID verification is <u>NOT</u> required.</p>	<p>You can immediately change your preferred name in myUNSW. (We acknowledge that 'Chosen name' is more appropriate, however 'Preferred' is the language currently used in UNSW systems)</p> <p>Log on to myUNSW > My Student Profile > My Profile > Name Change > Edit Preferred Name.</p> <p>Within 48 hours, the preferred name will update your display name in Outlook and other Office365 apps (e.g., Teams). You must log out of all apps and log back in for the change to take effect.</p> <p>To update the email address alias itself, refer to <i>Email Address</i> below.</p> <p>Notes: <i>Verification of identity is not required, nor is any rationale for the change. This change will not result in any change to your given name in the existing University record., nor automatically update your email address (see 'email address' section below).</i></p>
<p>Primary name (formal/legal name) in your UNSW record</p> <p>Evidence <u>IS</u> required.</p>	<p>Changing your legal name in your UNSW record is a formal process.</p> <p>In order to change your UNSW 'primary (formal) name' in your student record, you must first change your legal name with the NSW Regp9c 0.002 Tw4S dS(our)-3.3 (s)-3 (t)-5 6aam sxi</p>

<p>title changes unless changing to a legally recognised title, e.g. Dr.</p>	<p>Nucleus: Student Hub A request to amend your mode of address (title such as Mr, Mrs, Ms, Mx) can be made. You may wish to request this when changing your primary name and/or gender marker. Note: For social title changes, verification of identity is not required, nor is any rationale for the change. For legal title changes, e.g., Dr, verification is required.</p>
<p>Email address</p>	<p>After your preferred name has been changed in your myUNSW record, contact UNSW IT on 9385 1333 or ITServiceCentre@unsw.edu.au to request the email address is updated accordingly. Note: Preferred name must first be changed by logging into myUNSW (per step 1 above).</p>
<p>Pronouns on MS Teams</p> <p>Pronouns on Zoom</p>	<p>Currently, you <u>cannot</u> add pronouns to your display name on MS Teams.</p> <p>You can add your pronouns on Zoom in two ways:</p> <ul style="list-style-type: none"> • If you have a Zoom license, click your initials in the top right > Settings > Profile > Edit your profile > Pronouns •

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Dress standards

Leaves of absence

ITEM

Dates

Details

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Ending date

Discussion checklist

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