Name, Gender, and Pronoun Changes for Stevens Students

UPDATE YOUR PERSONAL INFORMATION IN WORKDAY

- Visit MyStevens > Workday
- Change your personal information
  - Tutorial: Workday Canvas course
  - You can change your “preferred name”, “gender identity” and “pronouns” without submitting any documentation
  - You can change your legal name and gender by submitting official court and/or state documents

This will trigger a team at Stevens to update: MyStevens, RMS, Canvas, DuckSuccess, Handshake, Ducklink, Outlook Global Address List, and how your name appears in email.

ID CARD

- Once you have made a name change in Workday Student, you may visit the DuckCard Office for a new DuckCard, free of charge.

LEGAL NAME AND/OR GENDER CHANGES

If you have completed the process of legally changing your name and/or gender, it is important to ensure that this information is filed with Stevens. Upload all legal name and/or gender change documentation of the change to Workday in Personal Information (https://sit.instructure.com/courses/35399/files/7166029?module_item_id=1055319).

For more information on how to legally change your name and/or gender, please visit https://transequality.org/documents https://www.njcourts.gov/forms/10551_namechg_adult.pdf

TAXES, STATEMENTS, REFUND CHECKS AND MEDICAL INFO

- Tax documents, billing statements and refund checks will be issued under your legal name. If you receive documents in your chosen/preferred name, contact the Office of Student Accounts to have them reissued.
- If you have Stevens health insurance, your legal name and gender will be shared with the insurance company and you will receive tax document 1095-B (health coverage) within your legal name. If you have any questions about health insurance coverage, please contact Health Services or your provider directly.

MEET WITH A DIVERSITY EDUCATION STAFF MEMBER

- Receive support and guidance
- Discuss housing options
- Connect with student organizations and other students to help you find community on campus, if desired
- If mid-semester, work with you to discover the appropriate way to alert your faculty of this change
• Learn more about resources/services in the local area

IMPORTANT TO NOTE
• Parents and guardians can only see the name changes in TouchNet (billing for Summer 2021 and prior if you gave them access. Nelnet, the payment platform for Workday starting in Fall 2021 will display your legal name and parents and guardians can only access this platform if you give them access.
• Bills that get mailed home will have the preferred name on them until Fall 2021. Starting Fall 2021, statements and balance notifications sent through mail will reflect your legal name.
• Official Transcripts will always be in your legal name. Students may request an unofficial transcript with a chosen name by requesting this in the comment section of the request.
• Bills that get mailed home will have your chosen name on them.
• At commencement, you may have your chosen name announced as you walk across the stage.
• Currently, diplomas must have a legal name printed on them as they are considered legal documents in the U.S.

Please note: This is not a perfect process. On occasion, you may receive communication with the incorrect name. If that happens, please reach out to the Assistant Director for Diversity Education for assistance.

CONTACTS
• Registrar - registrar@stevens.edu
• Student Life - student_life@stevens.edu
• Office of Student Accounts - studentaccounts@stevens.edu
• Diversity Education - diversityed@stevens.edu
• Office of Financial Aid - financialaid@stevens.edu

UPDATE PERSONAL PRONOUNS IN CANVAS

NAME, GENDER IDENTITY & PRONOUNS CHANGES IN HANDSHAKE (CAREER SITE)