

Whitman College recognizes that some members of its community use a name other than their legal names to identify themselves. As long as the use of this different name is not for the purpose of misrepresentation, the College allows students, faculty and staff to use a first name different than their legal name on certain college records.

Faculty and staff can submit a preferred name change request in MyWhitman under the [My Profile](#) tab.

Please note that changing your preferred name for certain records does not change your legal first name. Below is a listing of all of the areas in which your preferred name will appear once changed:

- MyWhitman search
- WhitMail†
- [People Search](#) (publically accessible)
- CLEo
- ID card (requires reprint by Security)

Your legal name will continue to appear on official college records and correspondence, payroll and tax documents. If you find that your name displaying in a manner that doesn't align with this information, please contact [et@whitman.edu](mailto:et@whitman.edu) with your name and the location where it is displayed.

Faculty and staff who have had their name legally changed should complete a name/address change form. Your new legal name will appear on ALL college documentation listed above.

*Last revised on 1/12/2016*

*†If your old information persists after the change with some senders, they may have a copy in their personal contacts. As these are specific to the individual account, it is not something IT can edit. The sender will need to [remove the old information from their personal contacts](#).*