

PREFERRED FIRST NAME, PREFERRED PRONOUN, PREFERRED GENDER IDENTIFICATION

A **preferred first name** is the **name an individual wants others to call them in daily interactions**, which is different from their Legal Name that appears on legal documents such as transcripts and diplomas.

Students can add, edit or remove **ONLY** their Preferred **first name** in Banner SSB9.

STEPS:

- Log into Banner SSB9
- Click on the four squares menu in the upper left-hand corner
- Hover until the link for Personal Information shows
- Click on Personal Information/Directory Profile
- Under Personal Details hit Edit in the upper right-hand corner
- Add, edit, or remove Preferred First Name
- Add or remove Preferred Personal Pronoun
- Add or remove Preferred Gender Identification
- Hover in the lower right-hand corner until the UPDATE button reveals itself and click that to save your changes.

Buffalo State allows a preferred first name to appear in many non-legal places such as

- Class rosters (Banner SSB9) Preferred Name will replace first name in all Rosters and personal details in Banner SSB9.
- Learning Systems (Brightspace) Preferred First Name will replace legal first name
- Advisement (Navigate 360) Preferred First Name will replace legal first name
- Progress towards Graduation (Degree Works) Preferred First Name will show in parenthesis next to Legal First Name

For Buffalo State Faculty & STAFF:

Please note INB Admin pages will still show Legal First Name

In SPAIDEN (Admin INB) Preferred first name shown in the Preferred First Name Field.

The screenshot shows the Banner SSB9 interface for a user named Deborah D. Department. The page is titled "Current Identification" and includes tabs for "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", "Emergency Contact", and "Additional Identification". The "IDENTIFICATION" section shows the user's ID and Name Type. The "PERSON" section contains fields for Last Name (Department), First Name (Deborah), Middle Name (D.), and Prefix. The Preferred First Name field is highlighted in yellow and contains the text "Deb". Other fields include Suffix, Preferred Middle Name, Preferred Last Name, and Full Legal Name.