

Loyalist College recognizes that you may prefer to be identified by a first name other than your legal first name. This form is used to notify the school of a request to create, update or remove a Preferred First name on your Loyalist College account.

Please fill out this form online, save, and submit it to info@loyalistcollege.com from your Loyalist College email account so we can confirm your identity.

When a Preferred First Name is created or updated, your myLoyalist active directory account, college email address, name in Canvas and Microsoft Teams screen name will reflect your Preferred Name instead of your legal name. Certain correspondence will also be sent using this name, via email and regular post mail throughout your study period at Loyalist College. Please note legal names are used for all official documents such as transcripts and credentials. Some areas of the college may not have access to Preferred Name details from the Student Information System and may need you to request a separate change in their system(s).

PERSONAL INFORMATION	
Loyalist Student #:	Date of Birth:
Existing Current Last Name (Legal Family Name)	Existing Current First name (Legal Given Name)
Preferred First Name Requested:	Action Requested (select one): <input type="checkbox"/> Create: add a Preferred First name to my account <input type="checkbox"/> Update: change the Preferred First name on my account <input type="checkbox"/> Remove: I want to use my legal name
Comments:	

STUDENT UNDERSTANDING	
I understand that: <ul style="list-style-type: none"> This request will only change my name on myLoyalist, MS Teams, Blackboard, and the College’s student information system. The change generates a new log-in credential and will reset to your default password (your birthdate in format YYMMDD). Contact servicedesk@loyalistcollege.com if you have any issues getting into your account after requesting a change. Loyalist College reserves the right to deny the use of a preferred name that may be considered offensive. There may be up to 2 business day delay to synchronize your new log-in credentials across systems. Preferred names will not appear on official Loyalist College documents such as Verifications of Enrolments, Transcripts and Credentials. Some areas of the college may not have access to Preferred Name details from the Student Information System and may need you to request a separate change in their system(s). 	
Student Name (type your full legal name to agree with these statements):	Date Submitted: