Change Your Preferred Name

Summary

Changing your preferred name in PeopleSync will update your preferred name in the NYU Directory and other NYU systems as applicable. However, your preferred name will not be used on legal documents such as tax forms. Please refer to [Change of Name, Pronoun, Gender and Related Personal Information Policy & Procedures](#) for more information.

Note: To update your **legal name**, contact your HR representative or PeopleLink and provide one of the following supporting documents:

- Official Court Document
- Revised Social Security Card
- Social Security Card Receipt

Steps

1. On the PeopleSync home page, under **Your Top Apps**, click on the **Personal Information** app.
   - Click on the **Menu** icon located in the upper left corner of the screen to view all apps.
2. Under the Change menu, select **Preferred Name.**
3. **Uncheck the box** next to Use Legal Name As Preferred Name.
   - The PeopleSync default is to use your legal name as the preferred name. You may revert back to using your Legal Name as your preferred name by re-checking the box.
4. Update the current name with your preferred name information.
5. Use the icon to change Country, Prefix, or Suffix values.
   - Depending on the country you select, the name fields will vary.

6. Click **Submit.**

Additional Support

Questions? Contact PeopleLink at askpeoplelink@nyu.edu or 212-992-5465.