

# Preferred or affirmed name use in student systems

ECU understands that students may use names other than their legal names to identify themselves. ECU enables students to nominate a preferred or affirmed name, that is different to their legal name, that they feel better reflects their gender, culture and/or social identity. Where possible, ECU supports the use of preferred or affirmed name and pronouns across student systems.

Please refer to the table in this document, outlining which commonly used systems support preferred or affirmed name use and, in some cases, personal pronouns. If you discover any anomalies to the list below, or the systems are not displaying your preferred or affirmed name as expected, please contact [equity@ecu.edu.au](mailto:equity@ecu.edu.au).

## Official Documentation

Your legal name will always appear on official documentation such as certificate of enrolment, insurance claims, medical records, immigration information, tax forms and loan documents. We do not require any supporting documentation for a change to preferred or affirmed name, gender, title or pronouns. However, it is important to note that you may experience issues with Centrelink or HELP payments if your details do not match your [MyGov](#) account.

## Changing Your Details

If you need support to change your preferred or affirmed name, pronouns, gender marker or title, you can [contact the IT Service Desk](#) or visit a [Student Hub](#) at any of our WA campuses.

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## A note on language

This document uses 'preferred or affirmed name' to acknowledge that there are many reasons someone may use a name different to their legal name. For some people, this may be a simple preference, while for others such as trans and gender diverse people, it reflects their true identity and internal sense of self (therefore affirmed and not preferred) and should be treated sensitively. Where only the term 'preferred' is used, this reflects the language used by an external service provider/system, and not ECU.

## Key

-  Supported
-  Not supported due to legal requirements
-  Not supported due to technical/functional limitations

# Preferred or affirmed name use in student systems

Service/System	Legal Name	Preferred / Affirmed Name	Pronouns	Further information
Canvas	✓	✗ ✓	✓	<ul style="list-style-type: none"> <li>• <b>Students</b> can only see users preferred name in the Canvas UI, bar their own Canvas account profile.</li> <li>• <b>Academic staff</b> see users legal name and pronouns in the People section (class list), then clicking on an individual user reveals the user profile pane which present the preferred name with pronouns. Users legal name is presented in SpeedGrader (marking). User's preferred name is presented in the Canvas Inbox (messaging). Staff can extract class lists from Callista to produce a full class list which includes preferred name.</li> <li>• <b>Canvas</b> updates every 20 minutes when a change is made, however in high load or extreme cases, it can take up to 24hrs or over the following weekend</li> </ul>
Microsoft Outlook (Student Mail)	✓	✓	✓	<ul style="list-style-type: none"> <li>• <a href="#">Contact the IT Service Desk</a> to change your email address and/or display name.</li> <li>• To make changes in Microsoft Office – clear the cache <a href="#">Clear the Office cache - Office Add-ins   Microsoft Learn</a></li> </ul>
Student Portal	✓	✓	✗	<ul style="list-style-type: none"> <li>• Pronouns are not a system option.</li> </ul>
Student Information Management Online (SIMO)	✓	✓	✗	<ul style="list-style-type: none"> <li>• Students needing to update their legal, preferred or affirmed name after their initial enrolment should contact Student Hub.</li> <li>• When you register for graduation through SIMO, you will be given the opportunity to input your preferred or affirmed name to read out at your Graduation Ceremony.</li> <li>• Pronouns are not a system option.</li> </ul>

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<p><b>Microsoft 365 applications (i.e.. Teams, OneNote, Forms etc)</b></p>				<p>Whilst Microsoft supports preferred name use, there are some instances where legal name will be displayed, including:</p> <ul style="list-style-type: none"> <li>• <b>In a group chat on the Microsoft Teams desktop app.</b> This can be resolved by <a href="#">renaming the chat</a>.</li> <li>• <b>In a group chat on the Microsoft Teams mobile app.</b> This can NOT be resolved by renaming the chat.</li> <li>• <b>Notifications pane in the desktop app.</b> The notifications pane will display an individual’s legal name in the notifications pane, however the mobile app displays preferred name.</li> <li>• <b>Outlook search.</b> Outlook itself uses display name only, however an individual is searchable by their legal name.</li> <li>• <b>Planner.</b> Planner itself uses preferred names, however task assignment emails use the assigner’s legal name.</li> <li>• <b>Forms.</b> Displays First Name and Last Name attributes, which ECU currently sets as legal name. This is not currently able to be changed from the Microsoft 365 side.</li> </ul>
<p><b>My Cases (Salesforce)</b></p>				<ul style="list-style-type: none"> <li>• Staff have the option to use [legal name] or [preferred name] when responding to cases in Salesforce. Using preferred name is best practice, however open to human error.</li> </ul>
<p><b>Panopto</b></p>				<ul style="list-style-type: none"> <li>• Pronouns are not a system option, however there is an option to add a bio and manually enter your pronouns which would appear in the “info” tab of any session created by this user.</li> </ul>
<p><b>CareerHub</b></p>				<ul style="list-style-type: none"> <li>• Pronouns are not a system option.</li> </ul>
<p><b>PebblePad</b></p>				<ul style="list-style-type: none"> <li>• Preferred name and pronouns are not a system option.</li> </ul>

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LinkedIn Learning				<ul style="list-style-type: none"> <li>• LinkedIn Learning uses your LinkedIn profile information, so your display name in LinkedIn Learning will be based on what you have set in your main LinkedIn profile.</li> <li>• LinkedIn allows you to use your <a href="#">‘preferred professional name’ and pronouns</a>.</li> </ul>
My Library Record				<ul style="list-style-type: none"> <li>• Preferred name and pronouns are not a system option.</li> </ul>
ECU Pool Vehicle System (Smartrak)				<ul style="list-style-type: none"> <li>• Legal name is required, preferred/affirmed name is not a system option.</li> <li>• Pronouns are not a system option.</li> </ul>
Parking permits (Payonline)				<ul style="list-style-type: none"> <li>• Pronouns are not a system option.</li> </ul>
Research Ethics Management System				<ul style="list-style-type: none"> <li>• Pronouns are not a system option.</li> </ul>
Riskware				<ul style="list-style-type: none"> <li>• Pronouns are not a system option.</li> </ul>
SAH Bookings				<ul style="list-style-type: none"> <li>• Preferred/affirmed name and pronouns are not a system option.</li> </ul>
Qualtrics				<ul style="list-style-type: none"> <li>• Pronouns are not a system option.</li> </ul>
ECUSIS Room bookings				<ul style="list-style-type: none"> <li>• Legal surname only appears in room bookings, however if mouse hovered over the booking, full name will be displayed.</li> </ul>
Adobe Connect				<ul style="list-style-type: none"> <li>• You can update your name on your Public Profile (the name others see in Adobe) from your <a href="#">Adobe Account</a></li> </ul>
Testamur				<ul style="list-style-type: none"> <li>• If you legally change your name to affirm your gender after your testamur is issued, you can get it updated <a href="#">free of charge</a>.</li> <li>• Pronouns are not included on testamurs.</li> </ul>

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<b>Student and Staff ID card and Smartrider</b>				<ul style="list-style-type: none"> <li>• Transperth only permits the use of legal names on Smartrider cards, which are linked to ECU student and staff ID cards. ECU is actively advocating with other WA universities for this to be changed.</li> <li>• Pronouns are not a system option.</li> </ul>
<b>Online Forms (LiquidOffice)</b>				<ul style="list-style-type: none"> <li>• This includes the Application for Credit and Recognition of Prior Learning form, Application for Deferred Examination form and Research Progress Report form.</li> </ul>
<b>Research Activity System</b>				<ul style="list-style-type: none"> <li>• Legal name is required, preferred/affirmed name is not a system option.</li> <li>• Pronouns are not a system option.</li> </ul>
<b>UTEI Surveys (Unit and Teacher Evaluations)</b>				<ul style="list-style-type: none"> <li>• Legal name is required, preferred/affirmed name is not a system option.</li> <li>• Pronouns are not a system option.</li> </ul>
<b>Virtual Document Exchange</b>				<ul style="list-style-type: none"> <li>• Legal name is required, preferred/affirmed name is not a system option.</li> <li>• Pronouns are not a system option.</li> </ul>
<b>ORCID (Open researcher and Contributor ID)</b>				<ul style="list-style-type: none"> <li>• Only requires you to provide your <a href="#">given name, or the name you most commonly go by</a>. Last name is optional.</li> <li>• Pronouns are not a system option.</li> </ul>

# Preferred or affirmed name use in student systems

## ECU Resources

- [Trans, Gender Diverse and Non-Binary Support Guidelines](#)
- [I am transitioning/affirming my gender. How do I change my details at ECU?](#)
- [Update your name at ECU](#)
- [Add pronouns to your Microsoft account](#)
- [Update your pronouns in Canvas](#)
- [Request a change to your Microsoft Outlook account](#)
- [Change your name on your testamur](#)