

UNB Interim Process for Requesting Name Change

Background

UNB strives to create inclusive and safer spaces for all members of our diverse community. As part of this commitment, UNB is working on a Chosen Name or Gender Identity Policy. The Policy will allow community members with UNB login credentials to change their name and/or gender without presenting legal documentation. The Policy will be circulated to the broader UNB community for consultation in Fall 2020. However, until the Policy is implemented, community members can follow the steps below to make a name change in some UNB systems. Unfortunately, at this time, it is not possible to change a name and/or gender in all systems.

Changing how your name displays in UNB email and on Microsoft Teams

UNB IT systems employ a "display name" that is seen by other users. It is possible to change your first name only by following this link: <https://es.unb.ca/apps/activate/secure/?a=displayname>. You will need to be logged into myUNB. Making this change will affect your first name in Teams. It will also change how the "from" field is seen by other users when you send an email. The change in your "display name" will only be reflected in these fields the following day and after all users (those looking to make the change and users looking to see the change) have logged out of the system and logged back in.

Changing how your name displays in D2L

Students and staff can request a change to how their names appear in D2L by writing d2l@unb.ca. When sending that email request, please include your student number or employee number. Turn around on this request may take up to one week

Other UNB Systems

Some systems at UNB cannot be changed until the Chosen Name and Gender Identity Policy has been implemented and systems have been changed/updated to support this policy.

Students from equity seeking groups, especially trans or nonbinary students who need to have a chosen name added to their record, should consult with the appropriate campus Office of the Registrar. Please note that at this time, having a chosen name added to your student record will not automatically update the various systems across the university.

Office of the Registrar:

unbsjreg@unb.ca (Saint John campus)

records@unb.ca (Fredericton campus)

If you are a student and you have elected to use an interim solution to alter how your name appears in Teams, email, or other systems, please ensure you contact each of your course instructors to inform them that you will appear differently on screen/over email than you do on your class lists. Instructors are being advised to accept these changes.

Staff and faculty from equity seeking groups, especially trans or nonbinary people, who need to change their names should contact hbrandod@unb.ca.

It is essential that we provide an environment that is safe for all students, staff, and faculty, and that we are compliant with provincial human rights legislation. If you have any questions or concerns, please contact the Human Rights Officer at humanrights@unb.ca.

Statement of Risk

Appropriate risk management is essential for your personal health and safety. While the University of New Brunswick will take all necessary steps to ensure that you and your personal information are protected, some potential risks do still exist when choosing to use a name other than your legal name.

- The University of New Brunswick will not be held liable for any loss, damage, injury, or other adverse effects resulting from your use of a chosen name.
- Until the Policy is fully implemented, a chosen name will not display in all UNB systems. Always ensure that you understand how and where information about your legal and chosen names are stored, and when each name will be used and/or displayed.