University of Otago
ŌTĀKOU WHAKAIHU WAKA

Guide to Updating University Records

for LGBTTIQA+ Staff and Students

Organisational Development
Equity, Diversity and Inclusion
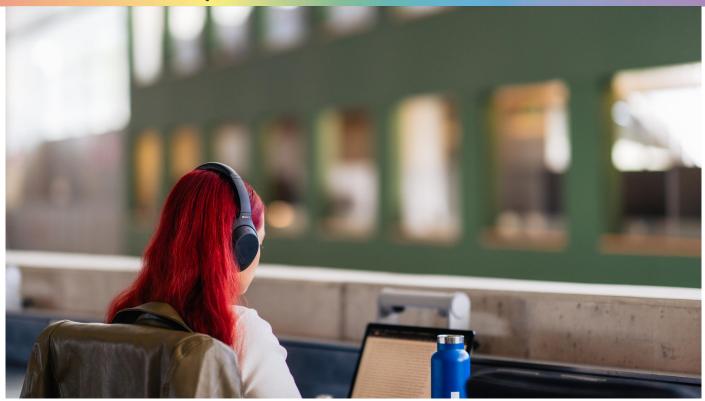Tōkeke, te Kanorau, me te Kauawhi

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The University of Otago | Ōtākou Whakaihu Waka guided by the principle of social accountability, is committed to a culture of excellence in equity, diversity and inclusive practice. We aspire to be a community recognised for our commitment to social justice, in which all students and staff are supported to achieve their fullest potential in safe and welcoming environments free from discrimination. Including LGBTTIQA+ students and staff.

> *"LGBTTIQA+ stands for lesbian, gay, bisexual, takatāpui, transgender, intersex, queer/questioning, asexual. Sexuality and gender identity vary greatly and not all people fit neatly into one of the commonly used terms. The "+" reflects this diversity. Other commonly used abbreviations are LGBT, LGBT+, LGBTTIQAIA."*

The University of Otago keeps up-to-date and accurate staff employment and student academic records, including legal name details, to ensure any communication and important information is addressed to them correctly. A preferred (or known) name can also be added. Name details, pronouns and titles can be changed and updated when required and LGBTTIQA+ staff and students, including those who are transitioning are welcome to update relevant University records at any time.

This document is designed as a how-to guide to help LGBTTIQA+ staff and students at the University of Otago update their university records, ensuring their chosen or preferred name, pronouns and title are correctly documented and represented in the University's various systems. The instructions provided reflect the processes as they are in the University's current systems (Dec 2024).

Updating University Records for LGBTTIQA+ Students

Adding or Changing Your Gender Pronouns

Gender and Title Options in eVision

The University of Otago is a safe and supportive environment that welcomes diversity. Students can choose their recorded gender during the application process and make changes throughout their study. They do not need to provide evidence of a change of gender and can change their gender at any stage in their eVision portal.

The available gender options in eVision are:

- Male (M)
- Female (F)
- Gender Diverse (D)

If gender diverse is selected, a drop-down box appears where you can specify further information about your gender identity. A selection in this second box is not compulsory. Students are able to select the following gender identity categories:

- Female | Wahine
- Male | Tāne
- Non-binary gender
- Transgender man |Tangata ira tāne
- Transgender woman |Whakawahine
- Agender

How to Change Gender in eVision

Students can change their recorded gender identity in the *My Details* section of eVision. To change their recorded gender in eVision they can follow these steps:

1. Log in to *eVision*.
2. Go to *My details*.
3. Select *Change my details*.
4. Click *Review personal details*.
5. Select the relevant option.

How to Add Pronouns in Blackboard

Students have the option to add their pronouns to their blackboard account. To add their pronouns in Blackboard they can follow these steps:

1. Sign in to *Blackboard*.
2. Click on their name.
3. Select *Add Pronouns*.
4. Click *Pronouns*.
5. Select pronouns from dropdown list.
6. Click Done

If a student's gender pronoun is not available in the dropdown list they can make a request to AskOtago via the 'Contact AskOtago' link:

Personal details - AskOtago Service Portal

How to Add Pronouns in Zoom

Students have the option to add their pronouns to their Zoom account. To add their pronouns in Zoom they can follow these steps:

1. Sign in to *Zoom*
2. Click on their Profile.
3. Click *Pronouns*.
4. Enter their chosen *Pronouns*.
5. Click Save

How to add pronouns in Teams

Adding pronouns in Teams is currently not an available option. The Equity office and Information Services are currently working together to make it available.
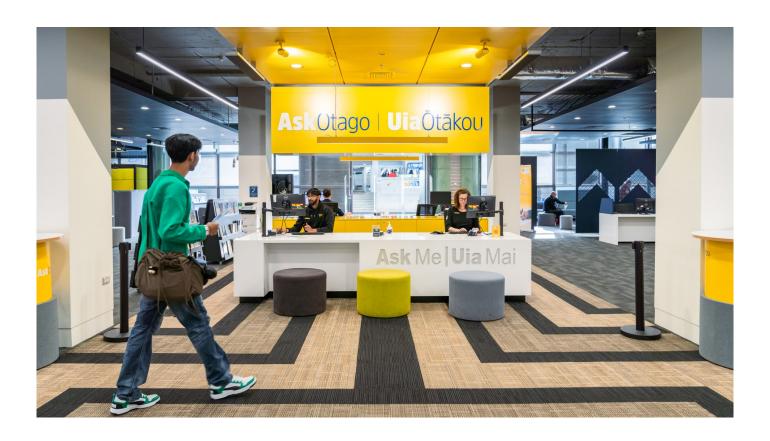
Legal Gender Change on Birth Certificate

If students are interested in updating the sex marker on their New Zealand birth certificate, they can find more information on how on the New Zealand Government Website or follow this link: https://www.govt.nz/browse/passports-citizenship-and-identity/changing-your-gender/change-the-registered-sex-on-your-birth-certificate/

It is worth nothing that Births, Deaths and Marriages can only make changes to New Zealand birth certificates and those born outside New Zealand will need to seek advice from their country of birth.

Updating gender on citizenship record

Students applying for New Zealand citizenship have the option to ask for their citizenship certificate to show their new gender if it differs from the one on their birth certificate and can request an evidentiary certificate. For more information on how and costs involved they can visit the New Zealand Government website or follow this link: https://www.govt.nz/browse/passports-citizenship-and-identity/changing-your-gender/choosing-the-gender-on-your-citizenship-record/

Changing Your Name

How to Change your Chosen or Preferred Name in eVision

Students can make changes to their chosen or preferred name and title at any time during their study. The changes they make to their chosen name in eVision will filter through all the University of Otago systems: including Microsoft 365, email, Teams and Blackboard.

Changing their chosen name and title in eVision is not the same as changing their full name within the University of Otago system. Their full name will be still available in a number of places, so if they have legally changed their name and would like to update the University records, contact AskOtago.

Students can change their known name at any time by going into the personal details section of your eVision portal.

- The known name does appear on your ID card and the database of student information.
- Both the legal and the known name appears on class lists.
- The known name does not appear on graduation certificates, diplomas, or transcripts.
- At present, a known name may not be used to make a username.

If you see that your legal name or your known name are not appearing correctly on university material, please contact AskOtago:

Contact us - AskOtago Service Portal

How to Change Legal Name on University Records

If a student has legally changed their name and wishes to update their legal name on university records once it is confirmed, they will need to provide either an original or certified (witnessed/ notarised) copy of evidence of their name change (amended birth certificate or a legal name change certificate).

Students can change their legal name, citizenship, or residency information by requesting a change in eVision or in person at an AskOtago Hub with the appropriate documentation. Students can request to amend their legal name at any time.

To amend their details online:

1. Log in to *eVision.*
2. Click on the *Change my details* link on the main page.
3. Click the *Review personal details* button.
4. Scroll down to the *Request a change* box, enter the information you want to update, and upload any witnessed or notarised documentation.

Once their name is legally changed, all university records are updated:

- Microsoft 365 will automatically be updated with their name change: including Outlook email, Teams and Blackboard.
- Previous names remain under restricted record and should not appear on any documents unless they have requested that this occur.
- Graduation certificates can be re-issued with official documentation of 'name change'. The records team will confirm their name when the certificate is reissued.

For more information on documentation, visit the certified documents page.

To change their details in person, they can take their documents to an AskOtago Hub

It may take several business days for their details to be updated in their eVision portal. It is a good idea for them to keep an eye on their email inbox and the *My Alerts* and *Admissions Alerts* section of eVision in case they are asked to provide further information.

Note: If you need to make changes prior to graduating, the documentation should be provided at least five weeks prior to the ceremony. For more information contact the Manager, Student Administration.

Legal Name Change Resources:

If students are interested in legally changing their name, they can visit the New Zealand government's website for more information on the process of how and the costs involved or they can follow this link :
https://www.govt.nz/browse/passports-citizenship-and-identity/changing-your-name/change-your-own-name/

More information about changing your name on other forms of ID can be found on the Rainbow Youth Website here:
https://ry.org.nz/naming-nz-diy

Can Students Change their Student Username?

It is not possible to change a student's username. As their username is a unique identifier for University of Otago systems as well as identifying them in information links between the University and the Ministry of Education (for example, their student index number) and WINZ.

How to Change Display Name in StudentMail

A student's email (also known as StudentMail) is their University of Otago-provided email account. To change your display name in StudentMail they can contact AskOtago with the details including your email address and the display name you want. Contact us - AskOtago Service Portal

Can Students Change their StudentMail?

It is not possible to change their StudentMail as it is based on their Username which cannot be changed due links with the Ministry of Education and WINZ.

How to Change Name in Zoom

Students have the option to change their name and display name in their Zoom account. To change their display name in Zoom they can follow these steps:

1. Sign in to *Zoom*
2. Click on their Profile.
3. Click *First Name and/or Last Name* and/or Display Name
4. Enter their *chosen Name* (which will be shown to others on Zoom).
5. Click Save.

Getting a New Student ID Card

If transitioning or transgender students need a new ID card because they are using their chosen name, they are eligible for an exemption on the replacement fee. They can contact Queer Support for more information: q.support@ousa.org.nz

Updating University Records for LGBTTIQA+ Staff

Adding or Changing Your Gender Pronouns

Staff Webkiosk Gender Categories and Titles

Your Gender and Title can be changed at any time (and without any evidence) by contacting Payroll Services.

Gender options are Female, Male, Gender Diverse. Updating your gender and Title with payroll services will update your information in webkiosk, which will filter down through other Otago University systems including Microsoft Office, Outlook Email, Teams and Blackboard.

Contact: payroll@otago.ac.nz

03 479 8269

All staff can change their gender recorded in their Equity Details in webkiosk at any time. Categories are "female", "male" and "gender diverse".

1. Sign in to Staff webkiosk.
2. Click *Home.*
3. Select *EEO* from the dropdown list
4. Click on *Equity Details.*
5. Click *Enter/ Edit Equity details.*
6. Select gender from dropdown list.
7. Click *Accept and exit.*

How to Add Pronouns in Blackboard

Staff have the option to add their pronouns to their blackboard account. To add their pronouns in Blackboard they can follow these steps:

1. Sign in to *Blackboard.*
2. Click on their name.
3. Select *Add Pronouns.*
4. Click *Pronouns.*
5. Select pronouns from dropdown list.
6. Click Done

If a staff member's gender pronoun is not available in the dropdown list they can make a request to AskOtago via the 'Contact AskOtago' link in the Personal details information page:
Personal details - AskOtago Service Portal

How to Add Pronouns in Zoom

Staff have the option to add their pronouns to their Zoom account. To add their pronouns in Zoom they can follow these steps:

1. Sign in to *Zoom*
2. Click on their Profile.
3. Click *Pronouns.*
4. Enter their chosen *Pronoun*s.
5. Click Save

How to add pronouns in Teams

Adding pronouns in Teams is currently not an available option. The Equity office and Information Services are currently working to make it available.

How to Add Pronouns and Change Name in Email Signature

According to the University Guidelines for Email communications, your email signature should be used to identify yourself clearly when communicating as part of your role with the University. Just as University business cards follow a consistent format, so too should email signatures, to present a visually coherent and on-brand message to those we communicate with. It is recommended that the University Email Signature Generator be used to create your email signature.

You can find the Email Signature Generator on the Otago University Uniprint website or follow this link:
University of Otago Email Signature Generator

Changing Your Name

Change your Chosen in Payroll and Other Systems

Your chosen or preferred name can be changed at any time (and without any evidence) by contacting Payroll Services.

Updating your chosen or preferred name with payroll services will update your information in web-kiosk, which will filter down through other Otago University systems including Microsoft Office, Outlook Email, Teams and Blackboard.

Contact: payroll@otago.ac.nz
                 03 479 8269

How to Change Chosen/ Preferred Name and Title in eVision

Staff names in eVision are the same as in the University's payroll system, and these can be changed to your preferred name. To request a change, contact HR/Payroll Services by emailing hrp-queries@otago.ac.nz. Changes are reflected in eVision within a few hours of the change being processed by Payroll Services.

How to Change your Legal Name at Otago

If you change your name and want this to be reflected in our records and communications with you, we must ensure this is the same name that the Inland Revenue Department (IRD) knows you by.

Your Legal Name can be changed through Payroll Services by completing an IR330 form and supplying evidence of your legal name change. Please also advise us of your former name and the title you wish to be known by (e.g. Ms, Mx, Ind etc)

Download and complete the IR330 form

Note: your name in the University HR records will have to match your legal name in certain situations (e.g. when applying for an ACC payment due to work related accident). When you update your name in the HR system other university systems might get updated automatically (e.g. Ask IT or Library systems).

How to Change Staff Email Display Name

Your staff email (also known as StaffMail) is your University of Otago-provided email account. Display names in staff email are sourced from the University of Otago's payroll system, and these can be changed in certain circumstances, for example if another staff member has a similar name or a staff member is transitioning.

In these cases, other information (for example, department/position title) is included to help distinguish between the two. If you need to request a staff email display name change, contact AskOtago.

Can You Change your Staff Username

You are not able to change your University of Otago staff username. Your username is a unique identifier for University systems and is generated from your name at the time you began working at the University. So even if your name has been changed officially since then, you can still have a username that doesn't relate to your actual first name or surname.

How to Update your Email Address

If you have legally changed your name, you've updated your records with Payroll services and you wish to update your email address, contact AskOtago with any email related enquiries.

How to Update University Webpages

Your name, photo and email may appear on Otago University websites. To update university webpages where your name and/or photo appears – contact Web Services with any webpage enquiries.

Applying for a new University Staff ID

You can apply for a new University ID card if it doesn't show the correct name/title or photo free of charge. Please find out how to apply for a new ID card.

ID Card Office: University of Otago
                   Information Services Building
                   Corner of Cumberland and
                   Albany Streets
                   Dunedin

Contact: Tel: +64 3 479 5330
                   Dunedin: 5330
                   idcard.officer@otago.ac.nz

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