**NAME CHANGE AT JOHN JAY COLLEGE**

**Legal name change procedure**
To change the name that is displayed/reflected on official academic record, diploma, or transcript, students are required to submit legal documentations such as marriage license, court order, divorce decree, etc... to Jay Express.

The student will then receive a referral from Jay Express to be able to:

-DOIT: Change his/her/their name on his/her/their email address and Blackboard.
-Public Safety: Change the name on his/her/their student ID card.

*(Offices contact information can be found at the end of this document)*

**Preferred name change procedure**
Students now have access to change their "preferred names" online using CUNYFirst, which then automatically updates their names in class rosters.

A Student must first update his/her/their preferred name on CUNYFirst. Then he/she/they must go to Jay Express, who will give him/her/they a referral to:

-DOIT: Change his/her/their name on his/her/their email address and Blackboard.
-Public Safety: Change the name on his/her/their student ID card.

PLEASE NOTE: Students should inform their Professor of the preferred name update, as the class roster may take time to automatically update.

*(Click on office titles to be directed to their webpage)*.

**JAY EXPRESS**
L.69.00 New Building
Call Center: 212-663-7867
Email: JAYEXPRESS@JJAY.CUNY.EDU

Hours of Operation: Monday - Thursday 9AM - 5PM / Friday 9AM - 3PM
[Closed for 1 hour: Monday - Friday 12PM - 1PM]

**OFFICE OF PUBLIC SAFETY**
L.261 New Building
Phone: (212) 237-8524
Email: PUBLICSAFETY@JJAY.CUNY.EDU

Hours of Operation: ID card pick up Monday - Friday 7AM to 11PM
[To request an individual appointment during off hours, please call]

**DoIT HELPDESK**
L.273.00 New Building
Phone: 212-237-8200
Email: HELPDESK@JJAY.CUNY.EDU

Hours of Operation: Monday - Friday 8AM - 10PM / Saturday - Sunday 8AM - 6PM
[except public holidays]
Step-by-step directions for students to add a ‘Preferred’ name in CUNYfirst.

1. Log on to CUNYFirst "Student Center."
2. To edit your personal information, select "Names" which is located on the lower left corner of the welcome page.

3. Click on the option to “ADD A NEW NAME” to update your name as you would like it to appear.

4. Select "Preferred" name from the drop down menu to make any edits.
5. You have the option of keeping "Prefixes" blank.
6. Type in the name that you would like to be used.
7. Remember to “SAVE” your changes.