

Instructor & Advisor Preferred/Affirmed Name Update Form

Complete this form update your preferred/affirmed name in Campus Solutions and its downstream systems, including:

- CU Boulder Class Search
- Buff Portal
- Buff Portal Advising
- MyCUInfo's Faculty Toolkit tab

For information about updating your preferred/affirmed name in other CU systems, see [Your Information & Records](#).

You may [email your completed form](#) to the Office of the Registrar. Please allow two business days for processing.

Your Employment Information

Position/Role: Instructor Advisor

Employee ID _____ CU Boulder email _____

Department _____

Your Current Name

Provide your name as it currently appears in your Campus Solutions record.

First _____ Middle _____ Last _____

Your Preferred/Affirmed Name

Provide your preferred/affirmed first, last and/or middle names (30 characters max.) for display in the systems listed above.

First _____ Middle _____ Last _____

Your Signature

Signature _____ Date _____