Faculty and Staff Name Change

Adding a directory 'nickname' - does not affect employment/pay records

A faculty or staff member can have a preferred name or nickname added for them in the Brandeis Directory by contacting Human Resources at 781-736-4474.

Preferred Name in LATTE

Users can specify their preferred name, nickname, or romanized name on their preferences page. Starting in October 2016, this preferred name will be used throughout LATTE.

Legal Name Change - Affects All Systems

A faculty or staff member who wants a legal name change should make the request through Brandeis University Self Service (BUSS). After you log in to BUSS, you should see a link in the Personal Information section for "Name Change," which will bring you to the appropriate form. The name you submit should match the name on record with the Social Security Administration. If you would like help or guidance in this process, contact the Department of Human Resources.

Related articles

- LATTE Workshops Takeout Menu
- Student Name Change
- Faculty and Staff Name Change
- Managing your Brandeis Account
- Faculty Google Guide