



LGBTQ  
RESOURCE  
CENTER

**A LOBO BY ANY OTHER NAME**

*Presenter: Frankie Flores*

# HISTORY OF THE LGBTQ RESOURCE CENTER



# REASONS FOR NEEDING AN AFFIRMED NAME INITIATIVE

- Student Need
- Faculty Inclusion
- Policy Compliance

# AFFIRMED NAME PHASES

- Phase One
- Phase Two
- Phase Three
- And beyond

# USEFUL TERMINOLOGY

- Cisgender
- Transgender
- Gender Non-Conforming
- Non-Binary
- Pronouns

**PROCESSES**

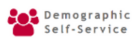
### Human Resources

#### General Information

- [HR Website](#)
- [EPAF Resource Page](#)
- [ePAN](#)
- [Employee Knowledge Base](#)
- [OneSource](#)
- [Salary Structure Table](#)
- [Standard Time Sheet for Staff \(xlsx\)](#)
- [Standard Time Sheet for Staff \(Excel 2007\)](#)
- [Standard Timesheet for Staff - Instructions](#)

#### Staff Resources

- [Counseling Assistance and Referral Services \(CARS\)](#)
- [Ombuds Services/Dispute Resolution](#)
- [Lesbian, Gay, Bisexual, Transgender, and Questioning \(LGBTQ\) Resource Center](#)
- [HR Consulting Services](#)
- [Office of Equal Opportunity \(OEO\)](#)
- [Training \(Employee and Organizational Development - EOD\)](#)
- [Wellness \(Employee Health Promotion - EHP\)](#)



Demographic Self-Service

[Update your directory information](#)



### LoboWeb (Employees)

LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

[ENTER LOBOWEB](#)

#### Quick links:

[Leave Balances](#)  
[Pay Information](#)  
[Benefits](#)

[Finance](#)  
[Bursar Account](#)  
[Retirement Manager](#)  
[Employee Dashboard](#)

*LoboWeb is unavailable Saturday 7:00 pm - 8:30 pm. See the "Banner Announcements" widget for other planned downtime.*



### UNM Business Applications

#### Transaction and Real-time Query Systems

- [Banner 8 Forms \(INB\)](#)
- [Banner 9 Forms](#)
- [Employee Dashboard](#)
- [LoboWeb](#)
- [LoboAchieve](#)
- [LoboMart](#)
- [LoboTime](#)
- [UNMJobs](#)
- [Workflow](#)
- [AppReview GradApp](#)
- [Grad Studies App](#)

#### Reporting

- [E-Print](#)
- [Enterprise Metrics Reporting \(EMR\)](#)
- [HR Reports](#)
- [MyReports](#)

#### Banner Resources

- [Banner Authorization Requests](#)
- [Report a Duplicate Person/Non-person](#)
- [Search Class Schedule](#)
- [Search Course Catalog](#)
- [Electronic Forms](#)
- [Purchasing Department Website](#)

#### Space Management

- [FAMIS Portal](#)
- [Space Management Website](#)
- [Contacts: space@unm.edu or 277-3800](#)



### Whats New in HR

[International Yoga Day](#)  
 Wed, 30 May 18 00:00:00 -0600  
 Free Yoga Session June 21

[On-site Preventative Health Checkups Return](#)  
 Wed, 30 May 18 00:00:00 -0600

Learn about your health and earn a \$200 credit on your UNM medical plan premium

[Introducing New Banner 9 Employee Dashboard](#)  
 Wed, 30 May 18 00:00:00 -0600

Employee Dashboard first of several improvements to Banner Self-Service

Search

[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)



## Personal Information Menu

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### **My Addresses & Directory Info**

Update your addresses, phone numbers, display name, preferred email address, campus address and phone number, and online directory information (opens a page to Directory Self Service)

### **My Emergency Contacts**

View your contact information for individual(s) UNM should contact in case of an emergency, and update them as needed

### **My Race and Ethnicity Information**

View your race and ethnicity information in Banner and update it as needed

### **My Disability Self-Identification**

View your disability self-identification information in Banner and update it as needed

### **My Veteran Classification and Self-Identification**

View your veteran classification and self-identification information in Banner and update it as needed

### **My Affirmed/Preferred First Name**

View your affirmed/preferred first name information in Banner and update it as needed.

### **My Preferred Pronoun and Gender Identity**

View your preferred pronoun and gender identity information in Banner and update it as needed.

### **IPRA Opt-Out of Disclosure of Home Information**

Opt-out of including your home information in a public records request

### **IPRA Solicitud Para No Revelar Información de la Residencia**

Optar para no revelar su información de la residencia en solicitudes de registros públicos

### **Change LoboWeb PIN**

Set a 6-digit PIN number for accessing the Payment Application or for direct access to LoboWeb

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**RELEASE: 8.8.3**



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## View or Update Affirmed/Preferred First Name

The University recognizes that individuals may prefer to use first names other than their official ones to identify themselves. As long as the use of this affirmed/preferred name is not for the purposes of misrepresentation or to avoid a legal obligation, individuals may use their affirmed/preferred first name in University systems wherever that functionality is enabled and allowed.

Use this form for non-legal name changes only. If you have legally changed your name, [use this form and process](#) to have your Banner record updated.

**Official first name:** Frankie

**Affirmed/preferred first name:**

Enter desired first name and click Submit. To remove an existing preferred name, backspace over the name and click Submit.  
Last Updated: (no date). If you made a mistake and need to correct your entry, see [FastInfo 7683](#) for more information.

See here for [where and when your affirmed/preferred name will be used](#).

To change your directory and email display name, use the Directory tab on the [Directory Self-Service page](#), or see [FastInfo 6461](#) for more information.

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[SITE MAP](#) [HELP](#) [EXIT](#)

## View/Update Preferred Pronoun and Gender Identity

As part of UNM's commitment to providing a safe, inclusive, and respectful learning, living, and working environment, a campus-wide project is currently underway to modify University systems to collect and use preferred first names, gender identity descriptors, and preferred personal pronouns. For more about this initiative see [UAP 2720 \("Prohibited Discrimination and Equal Opportunity"\)](#), and see [here for where and when your gender identity and personal pronouns will be used](#).

### Preferred Pronoun

### Gender Identity

Current value: None on record

Current value: None on record

Update my value to:  Update my value to:

**RELEASE: 8.7**

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### Preferred Pronoun

Current value: None on record

Update my value to:

- ✓ --Please Select--
- She/her/hers
- He/him/his
- They/them/theirs
- Ze/hir/hirs
- No pronoun, use name

### Gender Identity

Current value: None on record

Update my value to:

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### Preferred Pronoun

Current value: None on record

Update my value to:

### Gender Identity

Current value: None on record

Update my value to:

- ✓ --Please Select--
- Woman / Cisgender Female
- Man / Cisgender Male
- Trans Woman / Transgender Female
- Trans Man / Transgender Male
- Non-Binary / Non-Conforming / Genderqueer

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**UNM Office of Equal Opportunity**

MSC05 3150  
1 University of New Mexico  
Albuquerque, NM 87131-0001  
Phone: (505) 277-5251  
Fax: (505) 277-1356  
[oeounm@unm.edu](mailto:oeounm@unm.edu)

**Office Hours**  
8 a.m.-5 p.m. Monday-Friday  
609 Buena Vista Drive NE  
[Map and directions](#)

[Report a Title IX Concern](#)

University Resources

Related UNM Policies

Related Links

News Archives

Learning Central

UNMJobs Resources

LoboGuardian

Preferred Name

**University Resources**

- [UNM Official Enrollment Reports](#)
- [UNM Fact Book](#)
- [UNM Fact Book - Degrees Awarded at UNM, Page 66](#)
- [UNM Faculty Hiring Guidelines](#)
- [UNM Faculty Handbook](#)

**Related UNM Departments**

- [Accessibility Resource Center](#)
- [African American Student Services](#)
- [American Indian Student Services](#)
- [Counseling, Assistance, & Referral Service \(CARS\)](#)
- [Ombuds Dispute Resolution Services for Staff](#)
- [Division of Equity and Inclusion](#)
- [El Centro de la Raza](#)
- [Faculty Affairs & Services](#)
- [Human Resources](#)
- [Office of Institutional Analytics \(OIA\)](#)
- [UNM Ombuds/Dispute Resolution Services for Faculty](#)
- [Women's Resource Center](#)

University Resources

Related UNM Policies

Related Links

News Archives

Learning Central

UNMJobs Resources

LoboGuardian

Preferred Name

## Resources

University Resources

Related UNM Policies

OEO Training

**Preferred Name**

Gender Identity

# Affirmed/Preferred First Name at UNM

University of New Mexico students can now choose the first name they prefer to have appear on their LoboCard ID. The policy amendment signed by Interim President Abdallah went into effect on Jan. 4, and is now being rolled out through the LoboCard Office. “My highest priority is to unite this campus in providing a safe, welcoming and respectful environment for everyone who works, studies, and visits here,” President Abdallah said.

As part of its commitment to providing a safe, inclusive, and respectful learning, living, and working environment, the University of New Mexico recognizes that many people prefer to use a name other than their legal name to identify themselves. As long as the use of this affirmed or preferred name is not for the purposes of misrepresentation or to avoid a legal obligation, individuals may use their affirmed/preferred first name in University systems wherever that functionality is enabled and permitted.

A campus-wide project is currently underway to modify University systems to use affirmed / preferred first names. Affirmed / preferred first names are being collected via a LoboWeb page (see [FastInfo #7683](#) for instructions on how to use the page), and are being used in the following systems:

System Name	Time to Take Effect	Link
LoboCard	8am the day after you enter the name in LoboWeb	<a href="http://lobocard.unm.edu">http://lobocard.unm.edu</a>
LoboCa\$h	8am the day after you enter the name in LoboWeb	<a href="http://lobocash.unm.edu/lobocash.html">http://lobocash.unm.edu/lobocash.html</a>
Diploma	Immediately (on and off based on the cycle)	<a href="https://diplomareq.unm.edu">https://diplomareq.unm.edu</a>
Lobo Achieve	Immediately	Internal access to advisors on campus
UNM Learn	Immediately (varies for 3rd party integrations)	<a href="http://online.unm.edu/help/learn/support/affirmed-name.html">http://online.unm.edu/help/learn/support/affirmed-name.html</a>

**Questions?**

**Thank you for  
your time!**

