

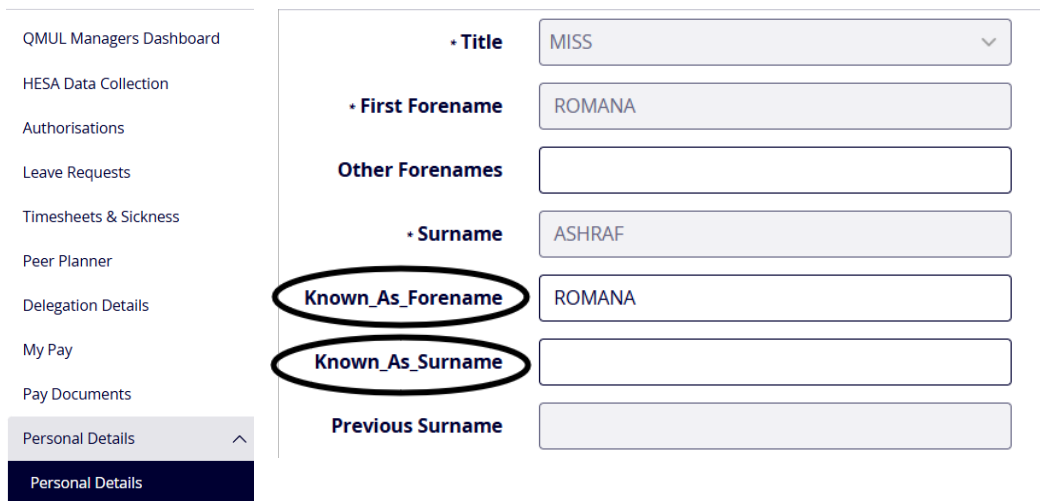
How To Update Your Information

At Queen Mary, we recognize that personal information (such as your title, name, pronouns, and other identity details) is an important part of who you are. We are committed to ensuring that every staff member can update their information with ease, clarity, and confidence.

This guidance outlines the steps for updating your personal details across key people systems, explains where changes will appear, and highlights the support available if you need assistance during the process. If you have any questions, please contact your [HR Operations Team - Human Resources](#).

Updating your known as/preferred forename and surname

1. Log in to [MyHR](#).
2. Expand the 'Personal Details' drop-down menu in the left-hand side panel and Select 'Personal Details' again:



The screenshot shows the 'Personal Details' form in the MyHR system. The left-hand side panel contains a navigation menu with the following items: QMUL Managers Dashboard, HESA Data Collection, Authorisations, Leave Requests, Timesheets & Sickness, Peer Planner, Delegation Details, My Pay, Pay Documents, Personal Details (highlighted), and Personal Details (selected). The main form area contains the following fields:

• Title	MISS
• First Forename	ROMANA
Other Forenames	
• Surname	ASHRAF
Known_As_Forename	ROMANA
Known_As_Surname	
Previous Surname	

The 'Known_As_Forename' and 'Known_As_Surname' fields are circled in red in the original image.

3. Update the 'Known_As_Forename' or 'Known_As_Surname' field as required
4. Click 'Submit' at the bottom right corner of the screen.
5. Allow up to 72 hours to sync with Queen Mary's systems.

Updating your legal forename, surname and/or title

Email your HR Operations teams using the relevant mailboxes below. Please ensure that you provide HR Operations with the appropriate legal documentation (like a right to work document, marriage certificate, deed poll etc.) to evidence the legal name change:

- Professional Services: PSHRAdmin@qmul.ac.uk
- Faculty of Humanities and Social Sciences (H&SS): HSSHRAAdmin@qmul.ac.uk
- Faculty of Science and Engineering (S&E): SEHRAdmin@qmul.ac.uk
- Faculty of Medicine and Dentistry (FMD): FMDHRAdmin@qmul.ac.uk

Updating your email

Your email address will be updated automatically within 72 hours of your preferred forename and legal surname being changed in HR Systems.

Including pronouns

You can include and update your pronouns on our systems instantly on:

- **Email Signature**

You can manually include and update your pronouns under your name, job title and Department in your email signature.

Jo Swo

Equality, Diversity and Inclusion Officer

Human Resources | Queen Mary University of London

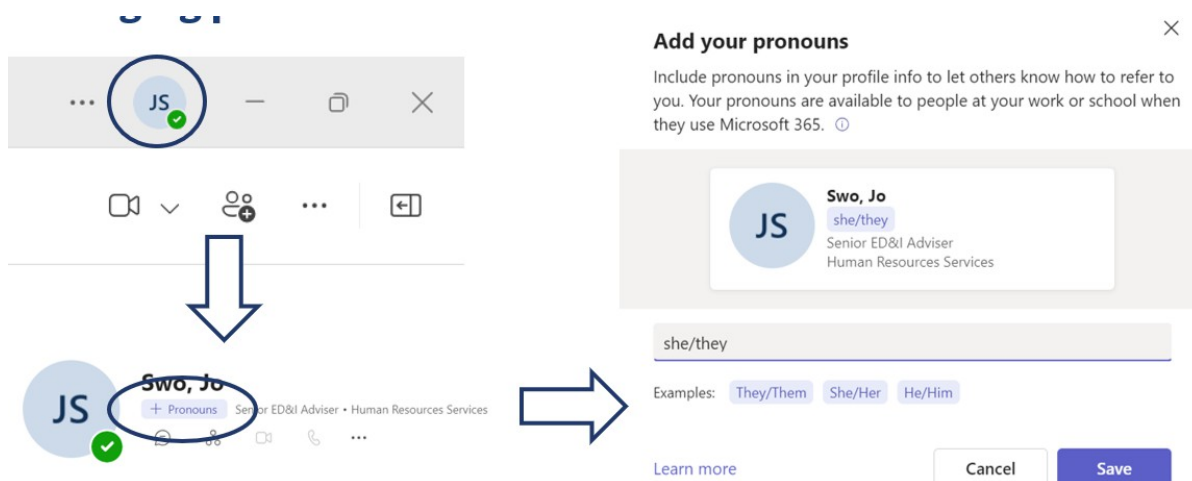
Pronouns: She/They

E: j.swo@qmul.ac.uk

W: www.qmul.ac.uk

- **Teams**

You can manually include and update your pronouns in Teams by selecting your Profile icon in the top right-hand corner of the screen, selecting the '+ Pronouns' button and selecting your pronouns.



- **Badges**

You can wear one of our QMUL pronoun badges on your lanyard. These are free and you can request one by emailing HR-Equality@qmul.ac.uk.



Updating your legal Sex

Email your HR Operations Team with a copy of your updated birth certificate, passport or Gender Recognition Certificate. We require legal documentation to comply with HMRC regulations. You can learn more about this on the [HMRC website](#).

Find your HR Operations team: [HR Operations Team - Human Resources](#).

New staff pass

To update your name or photograph on your staff pass, your School Office Manager, Head of Department or the Assistant Director for your area must email your shared Security email inbox, CCing you in. You then collect your new card at the relevant Control Room after 48 hours, returning the previous one at the same time. The submitted image for the new pass needs to reasonably resemble your appearance at the time of collection, alternatively, Security can take a photograph on the day.

Web presence

To update online references to you, contact the owners of the relevant sites via your [Faculty Comms Manager](#).