

Softdocs etrieve - Form Instructions

OJEI Lived First Name Update Request

Direct link to form: <https://domcentral.etrieve.cloud/Index#/form/186>

The screenshot displays the Softdocs etrieve interface. On the left is a navigation sidebar with a 'Flow' section containing 'Inbox', 'Activity', 'Forms', and 'Drafts'. The 'Forms' section is expanded, showing a list of forms categorized by department: Business Office, Career Programs & Employer Relations, Information Technology, International Student Services, Office of Justice, Equity and Inclusion, and Accents & Diacritics Name Update Request. The 'Lived First Name Update Request' form is selected and highlighted. The main content area shows the form title 'Lived First Name Update Request' under the Dominican University logo. Below the title, it states 'Form started by: student, staff, or faculty'. A paragraph explains that requests may take up to 3 business days to process. The form includes sections for 'Definitions' (Display Name, Legal Name, Lived Name) and 'Update Options' (instructions for updating the lived first name, accents/diacritics, and contact information for Stars Connect, Office of People & Organizational Culture, and University Advancement). At the bottom of the form are buttons for 'Submit', 'Attachments', 'Download', and 'Print'.

Alternate access:


1. Open Softdocs etrieve: <https://domcentral.etrieve.cloud/Index>
2. Click on “Forms”
3. Scroll down to “Office of Justice, Equity and Inclusion” section (or search form name in box at top)
4. Click on desired form

Workflow process:

1. The student, staff, or faculty starts/opens the form and their DU ID, full name, & email autofill.
2. The student, staff, or faculty completes all sections and signs.
 - a. Can update Lived First Name only (not Last Name, not Legal Name).
 - b. Can copy and paste accents/diacritics displayed on form into box with name.
3. The student, staff, or faculty receives an email confirming submission.
4. OJEI approves or denies.
5. The student, staff, or faculty receives an email of approval or denial.
6. If approved, changes roll out to DU systems.
7. The form files in Softdocs etrieve Content (document repository).

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
<https://support.dom.edu/TDClient/2074/Portal/Requests/ServiceDet?ID=53278>

Example screenshots:

**DOMINICAN UNIVERSITY**
Office of Justice, Equity, and Inclusion
7900 W. Division St, River Forest, IL 60305

Lived First Name

Update Request

Form started by: student, staff, or faculty

Please review the [policy](#) before filling out this form. Requests may take up to 3 business days to process and for applicable university systems to update.

Definitions:

Display Name: The first and last name displayed for individuals within university systems. By default, the display name is identical to the legal name.

Legal Name: The name a person uses for official government documents, such as licenses, passports, and tax forms.

Lived Name: An alternative to the individual's legal name as designated by the individual.

Update Options:

To **UPDATE** your **LIVED first name** to display instead of a legal first name in university systems, use this form.

To **UPDATE accents/diacritics** in your **LIVED** first and/or last name, use this [link](#).

To **UPDATE accents/diacritics** in your **LEGAL** name please contact:

- Stars Connect (starsconnect@dom.edu) for students
- Office of People & Organizational Culture (opc@dom.edu) for faculty/Staff
- University Advancement (alumni@dom.edu) for alumni

Requestor Information

DU ID	Current Display Full Name
<div></div>	<div>Luce, Marjorie</div>
	aka Current Lived Full Name

DU Email

mluce1@dom.edu

Are you a student or faculty/staff? *

Student

Update Request

Type Lived FIRST Name *

Marìe

Copy accents or diacritics from below

à, é, ì, ò, ù,

À, È, Ì, Ò, Ù

á, é, í, ó, ú, ý

Á, É, Í, Ó, Ú, Ý

â, ê, î, ô, û

Â, Ê, Î, Ô, Û

ã, ñ, õ

Ã, Ñ, Õ

ä, ë, ï, ö, ü, ÿ,

Ä, Ê, Ì, Ö, Ü, ÿ

Signatures

Student Signature *

I understand that this constitutes my legal signature on this document.

Marjorie Luce



Student Signature Date *

09/21/2025



DON'T FORGET TO...

Submit, Approve, or Decline (as applicable)



Submit



Attachments



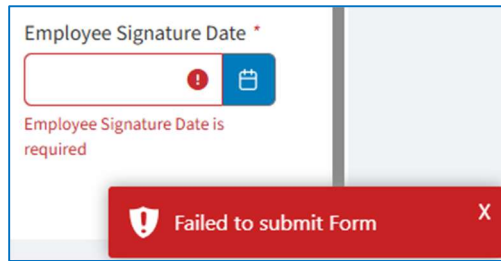
Download



Print

Form errors:

All boxes with red asterisk must be completed to “submit” the form.



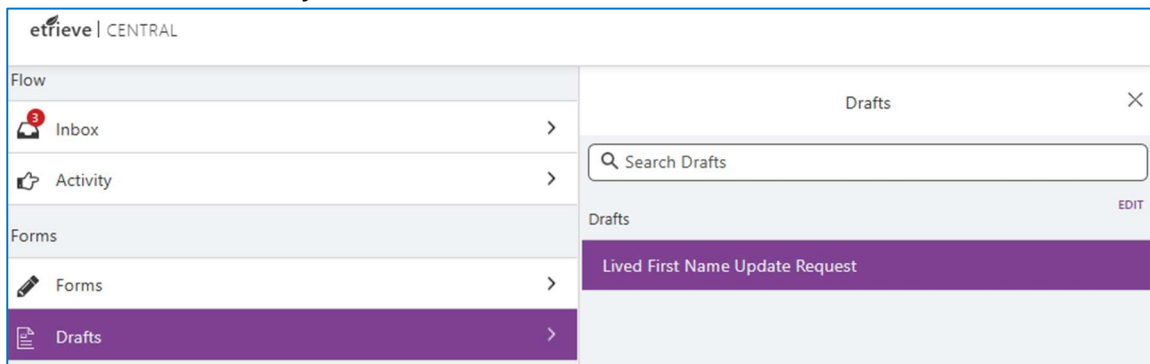
Employee Signature Date *

Employee Signature Date is required

Failed to submit Form

Draft form:

Forms are automatically saved in the employee’s Softdocs etrive Central “Drafts” and can be resumed at any time.



etrieve | CENTRAL

Flow

- Inbox
- Activity

Forms

- Forms
- Drafts

Drafts

Search Drafts

Lived First Name Update Request