



Net-ID Name Change Request Form

1. Complete the legal name change form for HR and WINS by contacting the Human Resources (staff/faculty) or Registrar(students) department
2. Contact ICIT with this form to make the Net-ID name change request. ICIT will verify the legal name change has been completed before the Net-ID can be changed
3. Complete the information in the table below
4. Select a date for the name change to take effect – the change will happen after 4:30 the night before the date you select. One week notice is required. Please select a Tuesday, Wednesday or Thursday: _____
5. If you are staff or faculty with a campus owned machine, a meeting will be scheduled to assist you with moving the profile information on your machine. It is recommended that students stop at the help desk the day after their Net-ID change to test their access to critical applications.

The change in name has a large impact on the campus applications. When the name change occurs, you can lose access to applications for up to a day after the name change is effective due to the way applications synchronize data. You are advised to select a date that is in the middle of the week for best support if there are issues or delays in the Net-ID synchronization process.

I acknowledge that the Net-ID name change has an impact on my ability to access applications during the process. The change may restrict my access to applications on the day of the change and the day after the name change takes effect.

Signed: _____

Old Name	
Old Net-ID	
New Name	