NAME CHANGE REQUEST

REMPLAY Remptoyed at ECU? Y / N If yes, you must also submit a change with Employment Services (160 Admin).	FORMER NAME					
Employed at ECU? Y/N	NEW NAME					
Have you applied for graduation? Y / N	(Last name must match the documentation)					
READ CAREFULLY: Currently enrolled students should defer changing their name to the end of the semester. If circumstances require, a name change can be made in the middle of a semester, but some services will be disrupted (see below): 1. Campus Network Login — Your user ID will change, and you will be required to reset your password. Generally, your user id change will occur on the same day as your request is submitted, but it may be delayed up to five days pending other processes. 2. Blackboard — Will be converted to your new user ID. a. Your existing grades will remain under your old name for a short period of time, and future grades earned will be listed under your new name. b. You must immediately request that your instructors manually re-enter your existing grades into Blackboard under your new name. c. If you have purchased access to online course materials/textbooks under your original name, you may not have access after your name change. ECU does not control third party access and you may be required by the third party to repurchase your online course materials. d. You will not be able to access any feedback previously received (on assignments). e. It may take an additional 24 hours for your Blackboard ID to be updated after the name change, meaning that you may not have access to Blackboard or features during this time frame. 3. Student Email — A new e-mail account with your new user ID. a. Your former email address will cease existing immediately. b. Any emails in your old account will be converted to your new account. c. Contents of your One Drive will remain the same. 4. MyECU — Will be converted to your new user ID. a. When you login with your new user ID, the default configuration will appear. All of your previously created settlings will be lost. You may reapply any portal changes you wish. b. Student workers — there will be approximately a thirty-minute lag time between the start time of a name conversion by IT and your ability to access your timesheet. NOTE: Student must notify	Employed at ECU? Y / N If yes, you must <u>also</u> submit a change w				ployment Services (160 Admin).	
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CHECK ONE: I acknowledge that I have read this document, and would prefer to wait to have my name changed until after this semester has ended so as to avoid any service disruptions. I acknowledge that I have read this document, and would like to proceed with changing my name immediately despite the service disruptions I will experience. DOCUMENTATION REQUIRED: • Valid Photo ID • Official Name Change document (e.g. marriage license, divorce decree, court order, etc.) • Birth certificate is acceptable for name corrections (e.g. misspellings, suffix removal, etc.) Student Signature	1. Cam your days 2. Blac 3. Stuc 4. MyE 5. Univ	e can be made in to pus Network Login ruser id change with spending other problems of pending other pending that you will not be ensured by the contents of your former end of the pending of pending of pending other pend	the middle of a semested — Your user ID will chall occur on the same date ocesses. Onverted to your new user leader will remain under listed under your new rediately request that your new name. It is not	r, but some services will be disrunge, and you will be required to y as your request is submitted, be ser ID. Tyour old name for a short perioname. Four instructors manually re-entered as your online course materials disack previously received (on as your Blackboard ID to be updated to be a serviced to your new account on the same. The converted to your new account on the same. The converted to the new name of the previously and portal changes you was a state of the new name of the converted to the new name of the previously and the new name of the previously and the previou	upted (see below): reset your password. Generally, out it may be delayed up to five od of time, and future grades r your existing grades into der your original name, you may arty access and you may be s. signments). ed after the name change, ng this time frame. uppear. All of your previously wish. e between the start time of a (e.g. enrollments, transcripts, y the Employment Services Office.	
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OFFICE USE ONLY: Taken by: Date ID Rec. PR (TRUN only) Enr/Drop Add Name Chg Card Documentation Rec. Graduation Degree Audit k:/forms/name change.doc	ValidOffice	d Photo ID cial Name Change (document (e.g. marriag		· · · · · · · · · · · · · · · · · · ·	
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SIS Web Tools rev. 07/2019 Folder#			Degree Audit	k:/forms/name change.doo		