Employee Name Change Request

or

Employee Name and System ID Change Request

New Name: _____

Previous Name:_____

A "name change" only changes the full name that is displayed on your computer screen and on paychecks. The "FSU Computing ID" is the id you log into Novell or MyFSU with, as well as being your "short name" in Lotus Notes. When you have legally changed your name, you should at minimum have your **name** changed in the Ferris systems. You may also request to have your FSU Computing ID changed at this time. *Please Note: if you need to have your FSU Computing ID changed <u>in addition</u> to your name. This process requires additional coordination and <u>may interrupt your access for 2-3 business days</u>.*

To Initiate the Process:

1. Please provide HR with a new Social Security Card and another form of ID (for I-9 verification) showing the name change. Please fill out a new W-4 card in HR.
2. Please obtain a new Bulldog ID card from the Timme Center (CSS) after the below items have been completed.

Name Change Request:

❖ The following systems will be updated within 2-3 business days with the new full name:
   o Banner (display name only, not ID)
   o Phone display (caller id only – you will need to record a new name on your voicemail box)
   o Lotus Notes (your short name will still be the same; your full name will be different)
   o Novell and other systems

Name and FSU Computing ID Change Request:

❖ The following systems will be updated within 2-3 business days with the new first and last name, **and** new FSU Computing ID:
   o Data Security files, FSU Computing ID for Novell, MyFSU, etc., Lotus Notes, FerrisConnect, etc.
   o Any customizations you have made to MyFSU will be lost and need to be re-created.
   o Authentication to e-mail through MyFSU will be lost and need to be re-connected.
   o *If you use Banner,* any saved job parameters will be lost and must be recreated.

I am requesting a Name change only: ❑ Yes

OR

I am requesting a Name change **and** a FSU Computing ID change: ❑ Yes

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If you have any problems or questions during this process,
contact TAC at 231-591-4822.