

CHANGE OF NAME ONLY
(Photo ID Required)

NAME _____

ID# _____ Today's Date _____

Employed at ECU: Y N

If yes, you must also submit a change with Employment Services (160 Admin)

Have you applied for graduation? Y N

If yes, see Degree Auditor

For Office Use Only:

Order taken by _____ ID _____

Adm App-TRIN only _____

PR - TRUN only _____

Name Chg Card _____

Computer _____

Enr/D&A Card _____

Grad File/Card _____

Degree Check _____

Folder # _____

OLD NAME _____

NEW NAME _____

(MUST SUPPLY COPY OF MARRIAGE LICENSE OR DIVORCE DECREE)

BE SURE TO READ CAREFULLY:

It is recommended that student name changes be deferred to the end of the semester. However, if a student feels the circumstances require, a name change can be made in the middle of a semester with the possibility of some disruption of services. A name change also requires a change to the login ID. The following five services are affected by a name and login ID change:

1. Workstation login. The login ID will change. The contents of the H: drive will be preserved.
2. Student email. A new e-mail account with the new login ID and password will be created. The old e-mail account will remain available for ONE day. Any e-mail that the student wishes to preserve must be forwarded, by the student, to the new e-mail account. At the end of one day, the old e-mail account and its contents will be deleted.
3. My ECU portal. Portal settings created by the student will be lost. When the student logs into the portal with the new user ID, the default portal configuration will appear. The student may then apply any portal changes they wish.
4. BlackBoard (Web CT). The student's BlackBoard account will be converted to the new user ID and the contents of the account will be preserved.
5. University records. All University records will converted to the new name. These include enrollments, transcripts, financial aid, and all accounting records. If you are employed by ECU you must notify the Employment Services Office.

The student should notify their instructors of the name change so that grade books and other course documentation can be changed.