

## NAME CHANGE REQUEST

FORMER NAME \_\_\_\_\_ ID# \_\_\_\_\_

NEW NAME \_\_\_\_\_  
(Last name must match the documentation)

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, contact Degree Auditor in Records Office.

### 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 will be created.
  - 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 settings 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.
5. University Records – All University records will be converted to the new name (e.g. enrollments, transcripts, financial aid, accounting records). If you are employed by ECU, you must notify the Employment Services Office.

**NOTE: Student must notify instructors of their name change so course information (e.g. grade books) can be updated.**

### 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 \_\_\_\_\_

Date \_\_\_\_\_

#### OFFICE USE ONLY:

PR (TRUN only) \_\_\_\_\_  
Graduation \_\_\_\_\_  
SIS \_\_\_\_\_

Taken by: \_\_\_\_\_  
Enr/Drop Add \_\_\_\_\_  
Degree Audit \_\_\_\_\_  
Web Tools \_\_\_\_\_

Date \_\_\_\_\_  
Name Chg Card \_\_\_\_\_  
k:/forms/name change.doc  
rev. 07/2019

ID Rec. \_\_\_\_\_  
Documentation Rec. \_\_\_\_\_  
Folder# \_\_\_\_\_