Self-Service: Requesting a Name Change

Employees can use *PeopleSoft Self-Service* to update personal contact information including phone number, address, email, and name. Below are step-by-step instructions on how to request a name change.
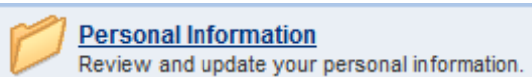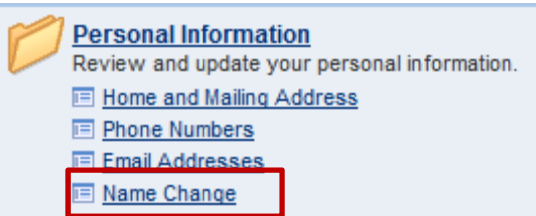
Note, a copy of your new social security card must be provided to the Personnel Department before the requested change will take effect.

Navigation Snapshot

Main Menu > Self Service > Personal Information > Name Change

Step-by-Step Detail

Step	Action
1.	Log into **PeopleSoft**.
2.	From the Enterprise Menu, click the **SelfService** link. **Enterprise Menu** ▷ Self Service ▷ PeopleSoft — My System Profile — My Dictionary
3.	Click on the **Personal Information** link. **Personal Information** Review and update your personal information.
4.	Click on the **Name Change** link. **Personal Information** Review and update your personal information. ▤ Home and Mailing Address ▤ Phone Numbers ▤ Email Addresses ▤ Name Change
5.	Select the date that your name change will take effect by clicking on the **Calendar Icon**. **New Name** *Date Name Change Will Take Effect: 03/18/2014 📅

Step	Action
6.	Click **Edit Name**. **New Name** *Date Name Change Will Take Effect: 03/18/2014 *Name Format: English Edit Name
7.	Enter applicable changes, for example, select a new prefix, type a new last name, etc. **English Name Format** Prefix: Mrs. First Name: Ima Middle Name: S Last Name: Sample Suffix:
8.	Click **Refresh Name** to view how your changes will look. Refresh Name Display Name: Ima Sample Formal Name: Mrs Ima Sample Name: Sample,Ima S
9.	Click **OK** to save your changes and return to the previous screen. Note, your changes have not yet been submitted. OK
10.	Click Submit to submit your requested changes to your Personnel Specialist. Submit
11.	You will receive a confirmation screen that the save was successful. Click **OK** to exit this message. **Name Change** **Submit Confirmation** ✓ The Submit was successful. OK *Note:* You have only submitted your request to change your name. In order to complete this process, you must provide your Personnel Specialist with a copy of your new social security card. *This is the end of the instructions for changing your name.*