Policies: Username Change

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A user may request to have their email name changed only when:

1. Their name has been legally changed
2. A new faculty/staff employee wishes to maintain their username from their previous employer

How to change your username:

Students

If you have legally changed your name and you are a student, you must:

1. Submit a Name Change Form to the Registrar's Office.
2. The following business day, you must go to the LTS Help Desk and ask to have your username changed.

Faculty/Staff

If you have legally changed your name, and you are a faculty or staff member, you must:

1. Submit a "name change" form to the Human Resources Office.
2. The following business day, you must go to the LTS Help Desk and ask to have your username changed.

If you wish to use a previously used username from a previous employer, go to the LTS
Help Desk and ask to have your username changed.

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