A user may request to have their email name changed only when their name has been legally changed.

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.