

# LTS: Username Change

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**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.
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