

Arkansas State University-Jonesboro

Name Changes for ASU Employees and Students Procedure

Name changes will only be made during two periods each year: **between fall and spring semesters and between spring semester and summer term.**

Name Changes for ASU Employees

Employee notifies HR – HR updates name in Banner
HR notifies ITS via email at: ITS_systems@astate.edu

ITS will send email (cc to HR) notifying employee of new email address, a date that the change will be initiated and that completion of the process may take up to 72 hours from initiation. Included will be a reminder to notify contacts of the new address and that after completion, they will no longer receive email sent to previous address.

NOTE: Employees will continue to have access to email and no loss of prior email should occur. The employee will NO LONGER have access to Blackboard courses under the previous name. (coursework as a “student” - training courses, etc. will be inaccessible - Blackboard coursework as a faculty member **will not** be affected). All government reporting and HR records will remain showing legal name unless legal documentation is provided to HR for a legal name change.

Name Changes for ASU Students

ASU student notifies Registrar and presents required documentation. Registrar will update preferred name in Banner

Registrar notifies ITS via email at: ITS_systems@astate.edu; ITS will send email to Student (cc to Registrar) notifying student of:

- new email address
- reminder that their login ID will change
- the date the change will be initiated and 72 window for completion
- loss of access to all previous Blackboard coursework
- reminder to notify contacts that as of the date the change is initiated, they will no longer receive email sent to previous address

Email notification of name change will be made to Residence Life, Student Card Services and International Student Services.

NOTE: Students will continue to have access to email and no loss of prior email should occur. The student will NO LONGER have access to Blackboard courses under the previous name (i.e. coursework as a “student” - training courses, etc. will be inaccessible using previous name). eMail, Blackboard, class rosters, and other front facing software will show the revised “preferred name”. All academic records,

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transcripts, diplomas, etc. will remain showing legal name unless legal documentation is provided to the Registrar for a legal name change.

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