University of Wisconsin Whitewater | **ICIT**

Net-ID Name Change Request Form

1. Complete the legal name change form for HR and WINS by contacting the Human Resources (staff/faculty) or Registrar(students) department
2. Submit a self-service Helpdesk ticket here, and attached this completed signed form.
3. Complete the information in the table below
4. The Helpdesk will reach out to you to schedule your NetID Name Change Request.
5. If you are staff or faculty with a campus owned machine, it is recommended to schedule a meeting at the Helpdesk to assist with moving & updating the profile information on your machine. If you are a student, it is recommended to stop at the Helpdesk the day after their Net-ID change to test their access to critical applications.

The change in name has a large impact on the campus applications. When the name change occurs, you can lose access to applications for up to a day after the name change is effective due to the way applications synchronize data. Once the change is completed you will no longer receive emails from your old email address so ensure off campus contacts are aware of your email change prior to the switch over or they will receive bounce backs. Net-ID changes are processed on the first and third Monday of the month after normal business hours. You are advised to select a date for which you will be available that Tuesday afternoon to test your account to ensure no lingering issues remain post change.

I acknowledge that the Net-ID name change has an impact on my ability to access applications during the process. The change may restrict my access to applications on the day of the change and the day after the name change takes effect.

Signed: _____

Old Name	
Old Net-ID	
New Name	