

# Name Change Request Process

If there is a change in marital status a current student and/or alumni may request to have their email account ([firstname.lastname@ptsem.edu](mailto:firstname.lastname@ptsem.edu)) changed to reflect their updated name. Only the email address will change. The account name (firstname.lastname) will remain as it was originally created.

**Note:**

This "change" is simply a mask or alias we put over the original email account name. We do not create a new email account to avoid issues with permissions and/or accesses.

**Example:**

	<u>Original Name</u>	<u>Marital Name</u>
Name:	Jane Doe	Jane Appleseed
Account Name:	jane.doe	jane.doe
Email:	<a href="mailto:jane.doe@ptsem.edu">jane.doe@ptsem.edu</a>	jane.appleseed@ptsem.edu

**Current students**

First need to contact the Registrar's Office so the name change can be made official throughout their academic records. The Registrar's Office will then need to contact IT on the student's behalf to make an official request for their email account name to be changed. IT will make the requested changes and notify both the Registrar's Office and the requesting student.

**Alumni**

First need to contact the Development & Operations Office so the name change can be made official throughout their Alumni records. The Development & Operations Office will then need to contact IT on the alums behalf to make an official request for their email account name to be changed. IT will make the requested changes and notify both the Development & Operations Office and the requesting student.