

About: Legal name Changes

Article Number: 525 | Last Updated: Wed, Oct 16, 2019 at 11:05 AM

Some users may call in requesting their legal name is changed. The user MUST have completed all legal actions to change their name prior to proceeding. **Employees need to contact HR:**

1. Contact HR Phone: [864-656-2000](tel:864-656-2000) Email: http://www.clemson.edu/employment/contact_hr/
2. Contact ITHELP at ithelp@clemson.edu (or call 3494) This ticket will have to be sent to CCIT CRLT Messaging and CCIT CRLT Computer Resources (Updates Exchange, Canvas, etc.)

Students need to complete a name change request form:

1. Contact Enrolled Student Services Name Change Form: <http://www.registrar.clemson.edu/pdf/namechg.pdf> Contact Page: <http://www.registrar.clemson.edu/html/addressReg.htm>
2. Contact ITHELP at ithelp@clemson.edu (or call 3494) This ticket will have to be sent to CCIT CRLT Computer Resources (Updates Canvas & other student systems) Note: Student employees will need to do both to get their name changed everywhere. If you have more questions, email ITHELP@clemson.edu or call 864-656-3494.

Posted - Thu, Apr 27, 2017 at 4:52 PM.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=525>