

About: Legal name Changes

525 Faye Buckley June 20, 2023 [Support & Services](#)

Some users may have had legal name changed. Here are instructions to get this edited in Clemson systems.

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

Email: <https://www.clemson.edu/registrar/contact-us.html>

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 THESE STEPS TO HAVE THEIR NAME CHANGED:

1. Contact Enrolled Student Services

Student Name

Changes: <https://www.clemson.edu/registrar/student-menu/student-records/name-changes.html>

Contact Registrar: <https://www.clemson.edu/registrar/contact-us.html>

2. Contact ITHELP at ithelp@clermson.edu (or call 864-656-3494)

This ticket will have to be sent to CCIT CRLT Computer Resources.

Note: Student employees will need to do both to get their name changed for both their employee and student statuses.

If you have more questions, email ITHELP@clermson.edu or call 864-656-3494.

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