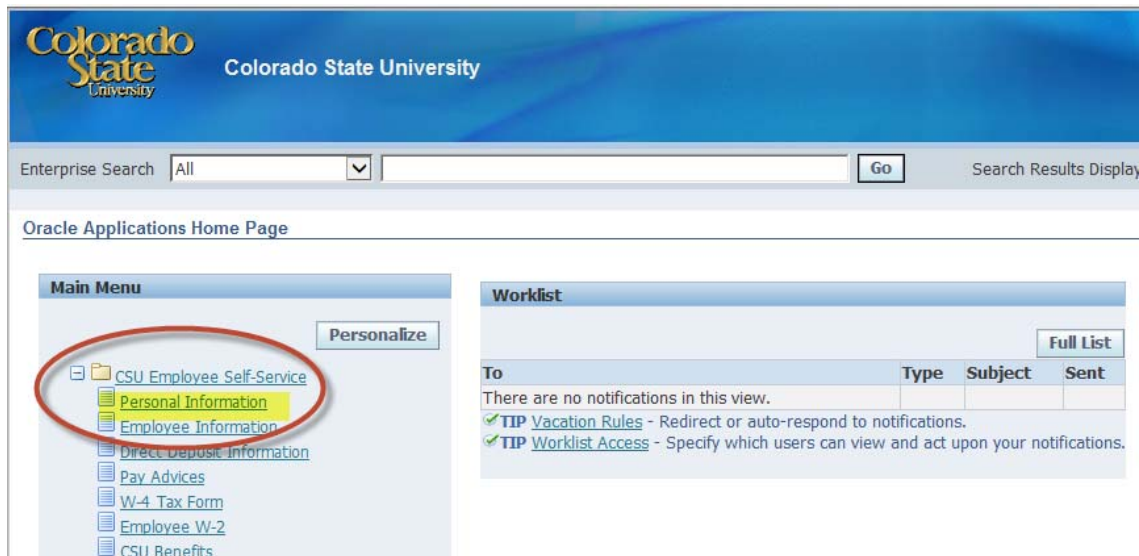


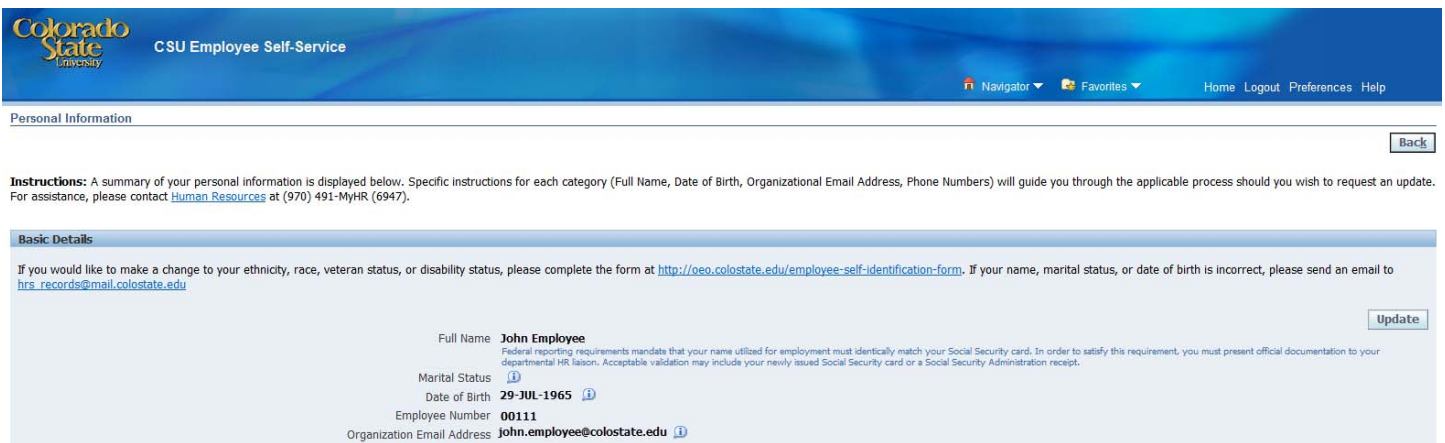
Name Change

Follow the instructions to change or update your name.

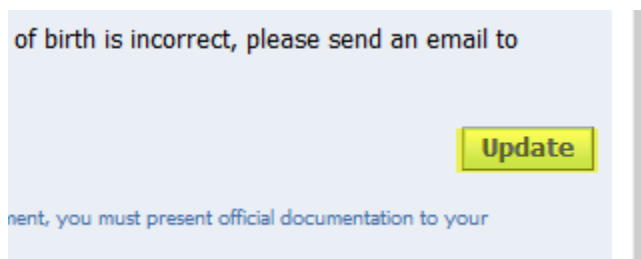
1. Click on the **CSU EMPLOYEE SELF-SERVICE** responsibility to expand the menu. Click **Personal Information**.



The **Personal Information** page displays.



2. Under the **Basic Details** section, click the **Update** button.



- On the **Basic Details: Choose Option** page, the choice will automatically be selected, and click on **Next**.



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Basic Details: Choose Option

Click the **"Next"** button to change your Full Name and review other personal information.

Correct or complete the current details.
 Enter new information because of a real change to the current details (e.g. because of a change in marital status)

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- Change/update the information needed (First Name, Middle Name, Last Name) on the **Basic Details: Update Information** page



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Basic Details: Update Information

* Indicates required field

Name

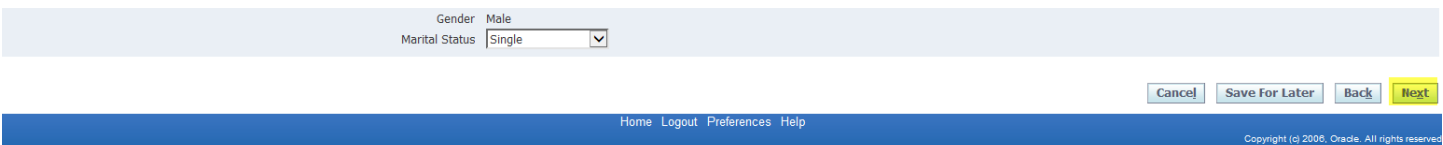
Instructions: A summary of your name and other personal information is displayed below. You may enter changes to your name and marital status should you wish to request an update. For assistance, please contact [Human Resources](#) at (970) 491-MyHR (6947).

Note: Federal reporting requirements mandate that your name utilized for employment purposes must match your Social Security card. To validate your name, please provide your departmental HR liaison with acceptable official documentation (e.g., Social Security card or Social Security Administration receipt).

Click the **"Next"** button to continue.

Effective Date 01-Sep-2015
 First Name
 Middle Name
 Prefix
 * Last Name
 Suffix

- Click on **Next** once change/update is completed

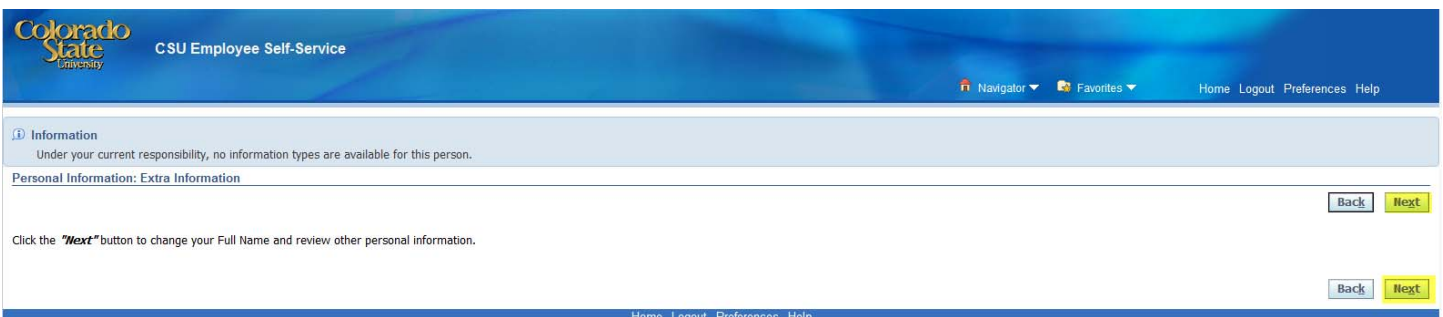


Gender Male
 Marital Status

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- Click **Next** on the **Personal Information: Extra Information** page



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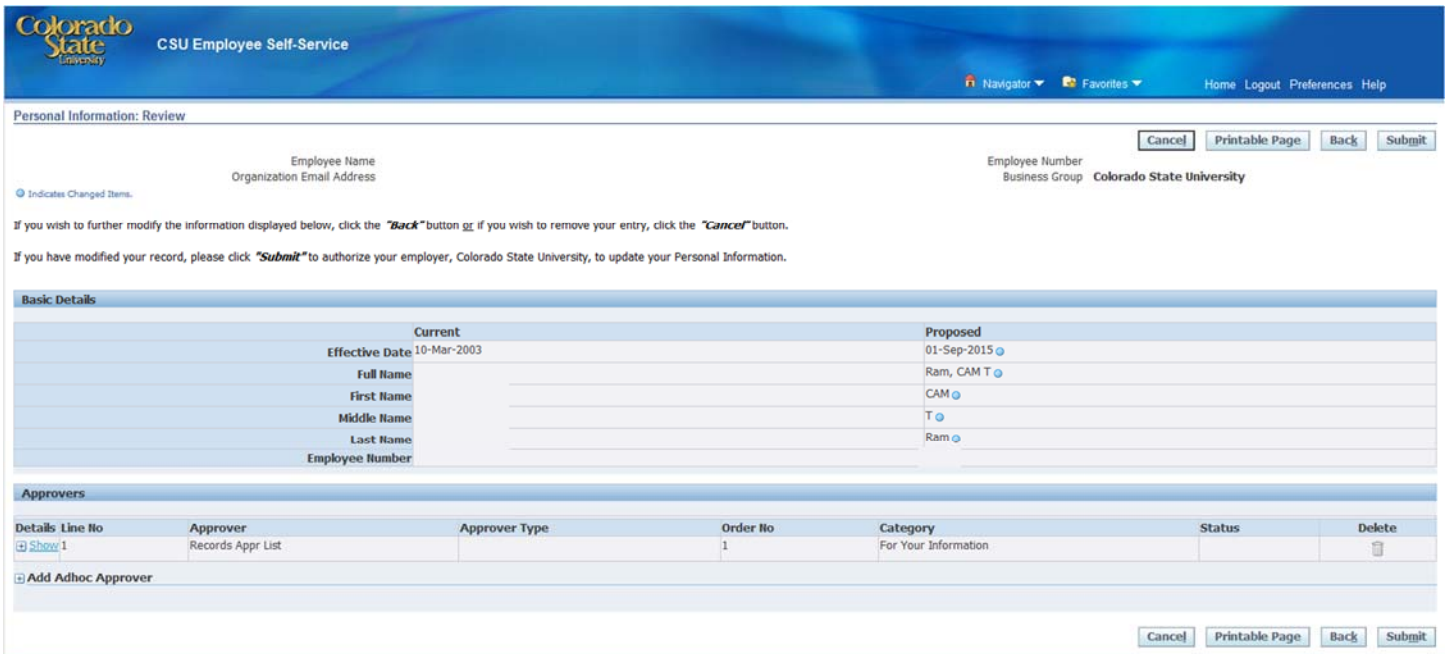
Information
 Under your current responsibility, no information types are available for this person.

Personal Information: Extra Information

Click the **"Next"** button to change your Full Name and review other personal information.

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- This brings you to the **Personal Information: Review** page where you can review your changes before they are submitted.



Personal Information: Review

[Cancel](#)
[Printable Page](#)
[Back](#)
[Submit](#)

Employee Name _____ Employee Number _____
 Organization Email Address _____ Business Group **Colorado State University**

Indicates Changed Items.

If you wish to further modify the information displayed below, click the **"Back"** button or if you wish to remove your entry, click the **"Cancel"** button.
 If you have modified your record, please click **"Submit"** to authorize your employer, Colorado State University, to update your Personal Information.

Basic Details	
	Current
Effective Date	10-Mar-2003
Full Name	
First Name	
Middle Name	
Last Name	
Employee Number	

Proposed	
Effective Date	01-Sep-2015
Full Name	Ram, CAM T
First Name	CAM
Middle Name	T
Last Name	Ram
Employee Number	

Approvers						
Details	Line No	Approver	Approver Type	Order No	Category	Status
<input type="checkbox"/> Show	1	Records Appr List		1	For Your Information	
<input type="checkbox"/> Add Adhoc Approver						

[Cancel](#)
[Printable Page](#)
[Back](#)
[Submit](#)

- Click **Submit** if you are satisfied with your entry
- Click **Return to Overview**, it will take you back to your Personal Information page, if name change is complete, click on **Logout**.



Confirmation

Your changes have been applied.

[Return to Overview](#)



Personal Information

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[Preferences](#)
[Help](#)