

NGCSU Network Account User Name Change Request

***NOTE:** In order to request a change to your NGCSU network username, email account name, and/or GeorgiaVIEW/Vista ID, you must first submit your legal name change request and supporting documentation to the Office of the Registrar.*

NGCSU ID# (9-number, not SSN): _____

Current NGCSU network username/email username: _____

New Legal Name as on record with the Registrar:

First	Middle	Last
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Please check each change requested below. No account name changes are required – this is a service for those students who wish to update their account usernames to reflect their legal name change. You may elect to keep any or all of your previous usernames, or change them by checking the appropriate boxes below.

Email Username Change – Please note that a change in your email username will also change your NGCSU Novell Network username for logging into campus computers, your P: drive, etc., as well as your Web username for the student Web server. Your previous email address will cease to function after the change and will result in undeliverable email. Please notify your instructors of your email address change (your new address will be visible to them in BANNER), as well as your frequent contacts. You will not lose your previous emails – they will remain in your account.

GeorgiaVIEW/Vista (formerly WebCT) Login ID

I have read and understand this form, and I hereby certify that the above is true and correct, and that I am the individual requesting the above checked username change(s):

Student Signature

Date

IIT Office Use Only:	
Date Received: _____	by _____ (IIT Staff)
New Novel Username (first initial, middle initial, first four letters of last name, last four digits of 9000-number): _____	
_____ (initial) HelpDesk/IT Staff – verify ID and new legal name in Banner	
_____ (initial) Email Admin – change email address, name & mapped drive if checked	
_____ (initial) BANNER Admin – change email entry and/or third party IDs in Banner	
New Vista ID: _____	
_____ (initial) Vista Admin – change Vista ID, name, email if checked above	
Date Completed: _____	by _____ (IIT Staff)