

# Name Change Request Form

Open with **Adobe Reader** to fill in the fields below - then save the completed form with a new file name.

Submit the form as an email attachment to **ITHelp@viu.ca** and CC to **HR@viu.ca**.

An IT ticket will be created, please make note of your ticket number.

HR may require additional documentation to support your request.

VIU Employee ID#	
Current First Name	
Current Last Name	
New First Name <small>Put N/A if not changing</small>	
New Last Name <small>Put N/A if not changing</small>	

If you are keeping your Current Legal Name but want to use a **Preferred Name**, please enter the information in this box: Put N/A if not needed

Changing your name may affect your ability to sign in to some VIU 3rd party applications. An IT Technician will assess the impact of the name change, and provide resources to help you stay connected. Some of the most common 3rd party applications are listed below, please identify which of these you currently have access to:

	Unit 4 Business World (UBW employee record)
	Hireserve (HR Recruit)
	Zoom
	VIU Learn (D2L)
	Starrez (Student housing)
	Involvio ( Co-Curricular Record app)
	CareerVIU

Please supply the **computer names** for any workstations you regularly use. If you do not know how to find your computer name, click this link for assistance: **[How to find the computer Name](#)**

If you have any special considerations regarding your name change that IT needs to be aware of, please add your notes to the email when you submit the form. These notes will be added to the ticket and the technicians will contact you if needed.