Employee Name Change Process

Human Resources at Illinois State University uses the legal name as an employee's Primary Name in all of our processing and transactions. Due to the danger of identity theft, persons who wish to change their first, middle, or last names on record with Human Resources must present all of the following documents to Human Resources:

- Photo ID with the new name
- Social Security card with the new name
- Supporting Documentation (marriage license, divorce decree indicating the name change, or court documents legalizing the name change)

All documentation must be originals (no copies accepted) and must be presented in person to the Human Resources office. The Human Resources office is located in Nelson Smith Building, room 101.

For further information regarding this process, contact Human Resources (309) 438-8311.

Set Up a Preferred Name

Preferred names are used where possible in public directories and email. Not all preferences can be accommodated. Faculty and staff can set up preferred names through ULID Account Management.

1. Go to the ULID Account Management website. If you are not already logged in, click "Log in to manage your account" and sign in through CentralLogin.
2. Click "Preferred Name."
3. Enter what you would like your preferred name to be. If you already have a preferred name set and would like to remove it, check the box labeled *Remove my preferred name.*
4. Click "Submit Request."

It can take up to five business days to process a preferred name change.

Request ULID Change

Once the name change process is complete, employees can complete a ULID Change Request using ULID Account Management on the Technology Support Center website.

- ULID Account Management

Student Name Change Process

Current Illinois State students or previous students of Illinois State or the laboratory schools (who are not employees) can complete legal name changes through the Registrar Service Center in Moulton 107. Students must make this change in person with a valid photo ID.

Students can set up preferred names via the **Set Up a Preferred Name** process stated above.