## CCNY Email - Name Change

**Ticket #:____________ (Office use)**

### Check all that apply

- [ ] Webmail *(Faculty/Staff)*
- [ ] Citymail *(Student)*

### Instructions

**Faculty / Staff**
- Name change must first be processed with Human Resources. They can be reached at: Location: SH-50, Phone#: 212-650-7226, Email: humanresources@ccny.cuny.edu

**Student**
- Name change must first be processed with the Registrar Office. They can be reached at: Location: A102, Phone#: 212-650-7850, Email: registrar@ccny.cuny.edu

Once HR and Registrar have made the changes in CUNYfirst, fill this form, submit to the Service Desk, located in the NAC 1/301 or via email at servicedesk@ccny.cuny.edu. A Service Desk ticket will be created and reviewed by OIT staff.

### Reason for Request

- [ ] **Legal Name Change** - The First/Last Name was legally changed (i.e. marriage). Legal documentation has already been provided to Human Resources (Faculty / Staff) and updated in CUNYfirst. This change has already been updated on my Student Record, through the Office of the Registrar.
- [ ] **Preferred** use Preferred Name displayed in CUNYfirst.
- [ ] **Inappropriate User ID** - The current User ID created is inappropriate/offensive. I hereby affirm that the Current User ID is inappropriate/offensive in my culture/language.

**Update**
- [ ] Email Display Name
- [ ] Email username
- [ ] Zoom
- [ ] Teams (Office 365)

**Preferred Name _____________________________**

*(Please write as clearly as possible and fill out all applicable fields to avoid delays)*

### Applicant Information

<table>
<thead>
<tr>
<th>Last Name: ______________________________</th>
<th>First Name: ______________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current CCNY Email: ____________________</td>
<td>EMPLID#: ______________________________</td>
</tr>
<tr>
<td>Personal Email: ________________________</td>
<td>Phone#: ________________________________</td>
</tr>
</tbody>
</table>

*If you do not know your EMPLID# please contact CUNYfirst support 212-650-8080 or via email at cfsupport@ccny.cuny.edu*

### Applicant Acknowledgement

I, ________________________________, hereby acknowledge that I have read and understand all of the contents of this and that all of the above information, to the best of my knowledge, is true and correct.

Signature: ________________________________ Date: __________________