

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

Last Name: _____ First Name: _____

Current CCNY Email: _____ EMPLID#*: _____

Personal Email: _____ Phone#: _____

**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: _____