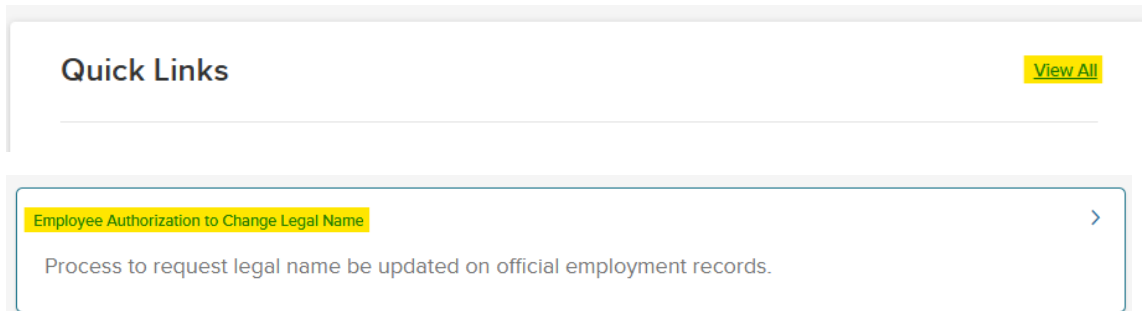


# NEOED | Legal Name Change Request Process

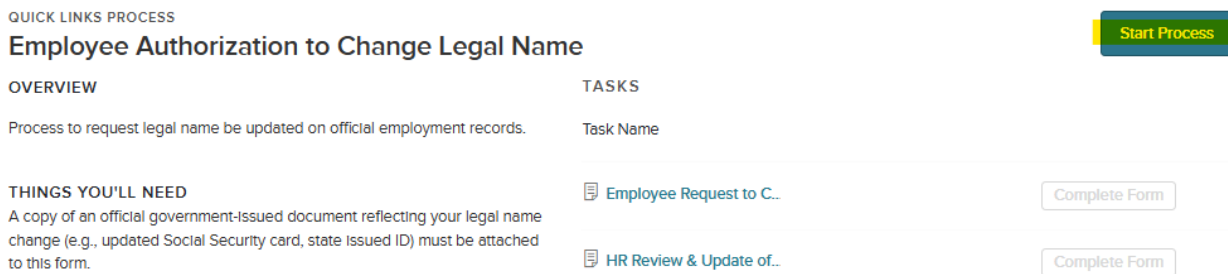
## Things to Know Before Beginning the Process:

- You must attach a copy of an official government-issued document indicating your legal name change (e.g., updated Social Security card, photo ID, court order, etc.) for Banner to be updated.
- Your name must match the name on file with the Social Security Administration for payroll and tax reporting.
- To request the addition of an honorific title such as Dr. or Atty. to your name, official sealed transcripts confirming the conferral of your doctoral degree are required. An HR representative will contact you to complete this verification before the title can be added.
- If you would like your YSU Login ID and email address to be changed to reflect your new legal name, you must indicate this on the form. HR will submit a YSU Login ID: Request Name Change ticket on your behalf.
- If you prefer to keep your YSU Login ID and email address unchanged but want your outgoing email messages and Outlook/Teams to display your new legal name, you may update your [email display name](#). Be sure to indicate this on the form so that a YSU Login ID: Request Name Change ticket is *not* entered.

1. From the [NEOED](#) Dashboard, select *View All* from the *Quick Links* menu under *Forms* and then select *Employee Authorization to Change Legal Name*.



2. The process will open. Once you are ready, click *Start Process*.



- The system will ask you to confirm that you want to start the process.

**Are you sure you want to start Employee Authorization to Change Legal Name process?**



# NEOED | Legal Name Change Request Process

3. To begin the process, click *Complete Form*.

QUICK LINKS PROCESS

## Employee Authorization to Change Legal Name

Assigned Date: 03/03/2026  
Assigned By: Debbie Barber

0% COMPLETE

### OVERVIEW

Process to request legal name be updated on official employment records.

### TASKS

Task Name

### THINGS YOU'LL NEED

A copy of an official government-issued document reflecting your legal name change (e.g., updated Social Security card, state issued ID) must be attached to this form.

Employee Request to C...

Complete Form

4. Complete all required fields and attach the supporting documentation. Click *Submit* when you are finished.

## Employee\_Authorization\_to\_Change\_Legal\_Name

Cancel

Save For Later

Submit

[Accessibility Tools](#)

### Employee Request to Change Legal Name

Please enter your new legal name, select the appropriate reason for the change, and upload the required documentation verifying your updated legal name.

\*Fields are required



Employee Authorization to Change Personal Data

Full Name: \*

Employee Number: \*

5. The form will now be sent to HR for review and processing. Once the process is complete, you will receive an email notification letting you know that your legal name has been updated.

Change of Legal Name Request Processed



System - Process Notification <donotreply@neogov.com>  
To Debbie L Barber

Reply

Reply All

Dear Debbie Barber,

Your request to update your legal name has been processed. The completed form can be reviewed on your [NEOED](#) Dashboard under *Forms and My Forms & Processes*.

Thank you,  
The Office of Human Resources