Lewis-Clark STATE COLLEGE
(208) 792-2223
Fax (208) 792-2429
500 8th Avenue
Lewiston, ID 83501
Office of the Registrar
www.lcsc.edu/registrar

CHANGE OF NAME/ADDRESS FORM

This address change <u>does not</u> establish you as an Idaho resident for fee purposes.

Name: _____ Date:_____
First MI Last

LCSC Student ID# _____SSN_____

☐ Change NAME to:_____

Copies of the official documentation to support the name change are required.

☐ Change HOME (permanent) address

Address line 1 _____

Address line 2 _____

City, State Zip _____

Home Telephone number (_____) _____

☐ Change LOCAL address

Address line 1 _____

Address line 2 _____

City, State Zip _____

Local Telephone number (_____) _____

☐ Add/change Cell phone number (_____)_____

☐ Other/Temporary address

Effective from date: _____ to date:_____

Address line 1 _____

Address line 2 _____

City, State Zip _____

Local Telephone number (_____) _____

Signature_____Date:_____

What happens to my WarriorWeb/LCMail accounts when my name changes?
You will receive a new WarriorWeb and LCMail account within 24 hours. Use the "What's my User ID" link on WW to find your new user name. Normally, the username is your first initial, middle initial and then your new last name. Your password is your six digit birth date (example 05/01/1991 is 050191). This password will work for both your new WarriorWeb and LCMail accounts.

What happens to my old LCMail account?
The account is still active so that you can log into it and forward the old email address to the new email address.

How do I forward my LCMail account?
Log into your old email account and choose the Settings option on the top right hand corner and then Forwarding and POP/IMAP. Choose the radial button next to Forward a copy and type your new email address. When finished scroll down to the bottom of the page and choose Save.

Who do I call if I have questions?
Please contact the IT Helpdesk at 208-792-2231.

Registrar Use Only: Received: _____ Completed by_____

Date:

Revised 08/28/09