LEWIS-CLARK STATE COLLEGE
REGISTRAR AND RECORDS

www.lcsc.edu/registrar
registrar@lcsc.edu

500 8th Avenue Lewiston. ID 83501
O: 208.792.2223 F:208.792.2429

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?
After you submit your name change request to the Registrar's office, you will receive a new WarriorWeb and LCMail account within one business day. Use the "What's my User ID" link that is located on the main menu page of WarriorWeb to find your new username. If you re-apply to LCSC under a new name we will process your information as a name change, and you will receive a letter that includes your new username. Your password is your eight-digit birth date (example 05/01/1990 is 05011990). This password will work for both your new WarriorWeb and LCMail accounts.

What happens to my old LCMail account?
Your email, contacts, calendar, and files will be accessible on the new account. Email from your old account will automatically be forwarded for **30 days** and then the old account will be deleted. You will not be able to sign into your old account once the new account is created.

Your Blackboard username will be updated to the new username you use for WarriorWeb and LCMail. Your password does not change. You will use the same password you had been using prior to the name change. All your online classes will be transferred from your old Blackboard account.

Secured Wireless | WarriorPrint | Library systems: You will need to sign into the WarriorStudent wifi, WarriorPrint, and the Library systems with your new username and your six-digit birthdate.

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