

CHANGE OF NAME FORM

Legal documentation and a valid photo ID must be provided to request a name change on official school records.

Current Name on File: _____

Student ID: _____ or SSN: _____

NEW NAME

Last Name: _____ First Name: _____ Middle Initial: _____

LEGAL DOCUMENTATION

Please submit a copy of **one** of the following items showing your NEW name:

- Drivers License or State Issued ID Card
- Military ID Card
- Passport
- Social Security Card
- Permanent Resident Card

AFTER NAME CHANGE REGARDING LCSC EMAIL ADDRESS & ACCOUNTS

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.

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 Canvas username will be updated to the new username you use for WarriorWeb and LCMail. You will then use the 'Forgot Password' option on the Canvas login page in order to sign in for the first time and set a password. All your online classes will be transferred from your old Canvas 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.

SIGNATURE

Signature: _____ **Date:** _____