Faculty and Staff Name Change Request
For all Armstrong Active Directory, Google Email, and Port of Armstrong Accounts

The undersigned applicant hereby requests a change of name associated with their current Armstrong Active Directory, Google Email, and Port of Armstrong Accounts. The official name change process begins with completing this form and presenting it along with legal proof of your name change to Human Resources.

Your signature certifies that you are aware of and will comply with the conditions of issuance of your accounts as set forth in the Armstrong State University Responsible Access and Use of Information Technology Resources and Services Policy and all state, local, and federal laws regarding computer use. I understand that under no circumstances shall I allow another person the ability to use my account. I will not log into a workstation and allow another to use the rights assigned to me, nor will I give my user account and password to anyone for accessing the Armstrong system. The Georgia Computer Systems Protection Act is incorporated herein by reference. If you would like copies of these policies or laws, contact IT Services Helpdesk at 912-344-2518.

I understand that by requesting a change in my current Armstrong user account information, there will be a lack of ability to utilize my current account during the change process. I also understand that I am responsible for communicating the change of my email address to all those who have the previous email address. **Armstrong will not associate a forward for the original Armstrong email address.**

Employee’s Original Information:
First Name: ____________________________________________
Middle Name: __________________________________________
Last Name: ____________________________________________
Port ID: ________________________________________________

Employee’s Updated Information:
First Name: ____________________________________________
Middle Name: __________________________________________
Last Name: ____________________________________________

I understand that I will be assigned a new Port ID, Active Directory username, and email address only after Human Resources has processed my official name change for Armstrong. These accounts are subject to termination without notice should I violate this agreement in any way.

Applicant Signature: ____________________________________________ Date: ________________

**For Human Resources Use Only**
Name Change Processed By: ____________________________ Date Completed: ____________________________

**For IT Services Use Only**
AD/Port Username Assigned: ____________________________ Creation Date: ____________________________
Contacted By: ____________________________ Date Contacted: ____________________________