



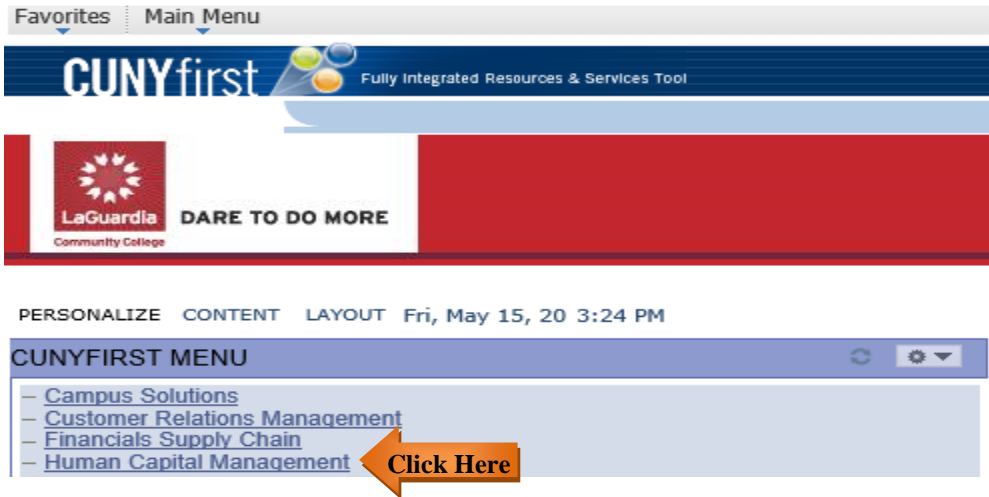
**DARE TO DO MORE**

Community College

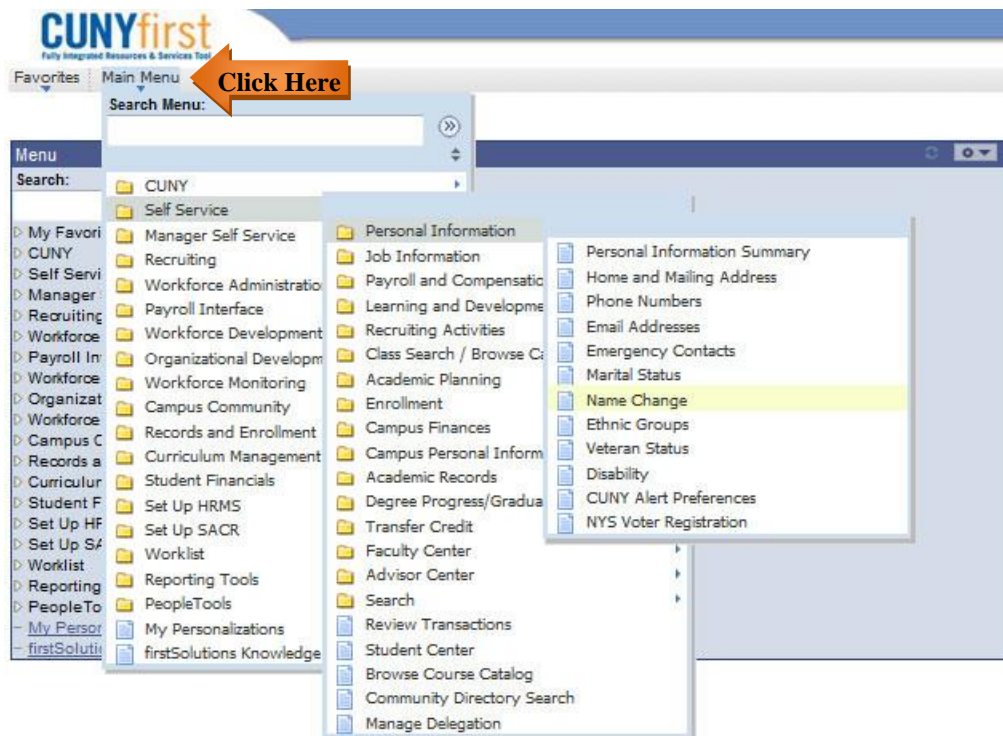


## Name Change

Step 1 – Click **Human Capital Management**



Step 2 – Click on **Main Menu -> Self Service -> Personal Information -> Name Change**



### Step 3 – Click on **Edit Name**

**CUNYfirst**  
Fully Integrated Resources & Services Tool

Favorites > Main Menu > Self Service > Personal Information > Name Change

## Name Change

English

Click **Submit** after you have entered your new name.  
Note: You are required to send proof of the name change to Human Resources.

### Current Name

English

### New Name

\*Date Name Change Will Take Effect: 04/14/2017

\*Name Format: English [Edit Name](#) **Click Here**

Name: English

\* Required Field

Submit

### Step 4 – Modify the information in the form, then click **Refresh Name** and click **OK**

**CUNYfirst**  
Fully Integrated Resources & Services Tool

Favorites > Main Menu > Self Service > Personal Information > Name Change

## Edit Name

### English Name Format

Prefix: [dropdown]

First Name: English Middle Name: [input]

Last Name: CUNY

Suffix: [dropdown]

**Refresh Name** **Click Here**

Formal Name: English

Name: CUNY,English

OK **Click Here**

Step 5 – Click on **Submit**.

**CUNYfirst**  
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Self Service > Personal Information > Name Change

## Name Change

Click **Submit** after you have entered your new name.  
Note: You are required to send proof of the name change to Human Resources.

### Current Name

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### New Name

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\*Date Name Change Will Take Effect:

\*Name Format:  [Edit Name](#)

Name:

\* Required Field

**Click Here**

**Note:** Once you Submit your changes, then a notification will be sent to HR and someone will contact you shortly requesting documentation in order to approve your request.