
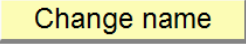
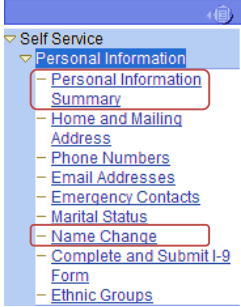


CUNYfirst Employee Self Service: Viewing/Requesting for Name Change Guide



Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar to login into CUNYfirst.
2.	Enter your CUNYfirst Username and Password and click the Submit button to login.
3.	<p>Click on Self Service link under Enterprise Menu</p> 
4.	<p>You can view/request for name change by using either of the following two methods:</p> <p>Method 1: Navigate to: <i>Self Service > Personal Information> Personal Information Summary</i> Then click on </p> <p>Or</p> <p>Method 2: Navigate to: <i>Self Service > Personal Information> Name Change</i></p> 

The Name Change page is displayed. Please review and verify your information.

Name Change

John Doe

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

Current Name
John Doe

New Name

Date Name Change Will Take Effect:



Name Format: [Edit Name](#)

Name:

* Required Field

To submit a name change request please follow the steps below:

Submit a name change request

1. Make sure that the Name Format: is set to English
2. Click the [Edit Name](#) link to change your name
3. Fill out the appropriate fields Prefix, Suffix, First Name, Last Name and Middle Name.
4. Click  and then click on  button to complete this transaction

Note: Name change request for prefix and suffix don't require any legal documentation. However submitting a change of name request for First, Last and/or Middle name will require you to bring one of the following acceptable legal documentation to the Human Resource department: (Marriage Certificate, Divorce Decree, Social Security Card or Court Order). Once you have submitted your request in CUNYfirst please send an email to HR.CUNYFIRST@lehman.cuny.edu to setup an appointment to bring in the any of the required documentations in order for HR to complete this change of name request. You can also call the HR department at 718-960-8181 to setup an appointment.