Submit a Name Change

This guide will help you do the following. Follow along for visual steps, or skip to the checklists.

1. Submit a Name Change
2. Step-by-Step Checklist

Icons used in this guide:

1️⃣ Refers to a step or an option that you should follow.

⊙️ Refers to clicking/selecting.

🖋️ Refers to typing.
Submit a Name Change

Before you begin, Log into Infor HR.

**Step 1.** From the Employee Homepage click on My Profile.
Submit a Name Change

Step 2. In My Profile make sure you’re on the At A Glance tab. Click on the Change Name button to launch the form.
Submit a Name Change

**Step 3.** The Effective Date and Reason fields will automatically populate.

**Step 4.** Under the Enter The Changes portion of this form, please type in the desired changes. This is the first and/or last name that you’re changing to.

Request To Change Name For ZIGGY ZTARDUST

- **Effective Date:** 4/12/2019
- **Reason:** DCNAME

Enter The Changes:

- **Title:**
- **Given Name (First):** ZIGGY
- **Middle Name:** T
- **Family Name (Last):** ZTARDUST
- **Suffix:**
- **Professional Designation:**
- **Preferred Given Name:** ZIGGY
- **Preferred Family Name:** SMITH
Step 5. In the Former Given Name and Former Last Name fields type in the first and/or last name you’re changing from. Your name must appear in the First and Last name fields exactly as it appears on your Social Security Card, with the exception of the Middle Name field; only an intital should be included for your middle name.

Step 6. Use the Attachment fields to upload required supporting documentation. HR requires a copy of your Social Security Card for legal name changes.

Step 7. Click OK to submit the form to HR. Your request will be reviewed, and when approved will appear in the system. You will receive an approval email from the system when changes have been processed.
1. Log into thecommons.dpsk12.org

2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.

3. Select The Visit button under Employee Space.

4. Log into Infor HR using your DPS username and password.

5. Click My Profile.

6. Click Change Name.

7. The Effective Date and Reason fields will automatically populate.

8. Under the Enter The Changes portion of this form, please type in the desired changes. This is the first and/or last name that you’re changing to.

9. In the Former Given Name and Former Last Name fields type in the first and/or last name you’re changing from. Your name must appear in the First and Last name fields exactly as it appears on your Social Security Card, with the exception of the Middle Name field; only an initial should be included for your middle name.

10. Use the Attachment fields to upload required supporting documentation. HR requires a copy of your Social Security Card for legal name changes.

11. Click OK to submit the form to HR. Your request will be reviewed, and when approved will appear in the system. You will receive an approval email from the system when changes have been processed.