

This guide outlines the steps required for changing the name and/or username for a variety of accounts.

## FACULTY OR STAFF NAME CHANGES

Faculty or Staff members needing or desiring to change their name in Active Directory and GullNet due to marriage, divorce, or other legal name change can do so through the following steps.

- First, contact **Human Resources** (<http://www.salisbury.edu/hr/>) to submit a name change with the University.
- Next, log into our **Online Ticketing system** (<http://support.salisbury.edu/user/>) using your full email address and password.
- In the **Report a Problem** section, choose **Faculty/Staff Name Change**.
- Fill out the form as indicated. Exclamation points indicate required fields.
- Click **Save**. You will receive a confirmation email that your ticket has been submitted.
- Please note that incomplete tickets, or tickets that are not made from the premade ticket indicated, will be closed with instructions on how to resubmit using the premade ticket.

Once submitted, we will begin processing your name change. Your name change will not occur until the change has first been entered in GullNet by Human Resources, so again it is important that you do that step first.

You will receive a confirmation via email when the change has occurred. You can check your ticket's progress at any time by logging into the Online Ticketing system and choosing **Update Your Ticket** from the **Report A Problem** menu.

## STUDENT NAME CHANGES

Students needing or desiring to change their name in Active Directory and GullNet due to marriage, divorce, or other legal name change can do so through the following steps. **Note that student name changes change only the display name; your username will remain the same.** We are unable to fulfill requests for student or alumni account name changes.

- First, contact the **Registrar's Office** ([http://www.salisbury.edu/registrar/Records/change\\_name.html](http://www.salisbury.edu/registrar/Records/change_name.html)) to submit a name change with the University.
- Next, log into our **Online Ticketing system** (<http://support.salisbury.edu/user/>) using your full email address and password.
- In the **Report a Problem** section, choose **Student Name Change**.
- Fill out the form as indicated. Exclamation points indicate required fields. While not required, it is highly recommended that you provide a telephone number, in case there is a question about your ticket.
- Click **Save**. You will receive a confirmation email that your ticket has been submitted.
- Please note that incomplete tickets, or tickets that are not made from the premade ticket indicated, will be closed with instructions on how to resubmit using the premade ticket.

Once submitted, we will begin processing your name change. Your name change will not occur until the change has first been entered in GullNet by the Registrar, so again it is important that you do that step first.

You will receive a confirmation via email when the change has occurred. You can check your ticket's progress at any time by logging into the **Online Ticketing system** and choosing **Update Your Ticket** from the **Report a Problem** section.

## DEPARTMENTAL NAME CHANGES

If a Department needs to change their name in GullNet or Active Directory, such changes are coordinated through the Comptroller's Office (<http://www.salisbury.edu/ga>) by Tony Pasquariello ([tipasquariello@salisbury.edu](mailto:tipasquariello@salisbury.edu)). Any questions concerning Departmental Name Changes should be directed towards Tony at 410-543-6028.