

Using eProfile to Submit a Request to Change Name

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Name Change

Employees submit name changes in Core-CT. The name change will not take effect until Human Resources authorizes the change.

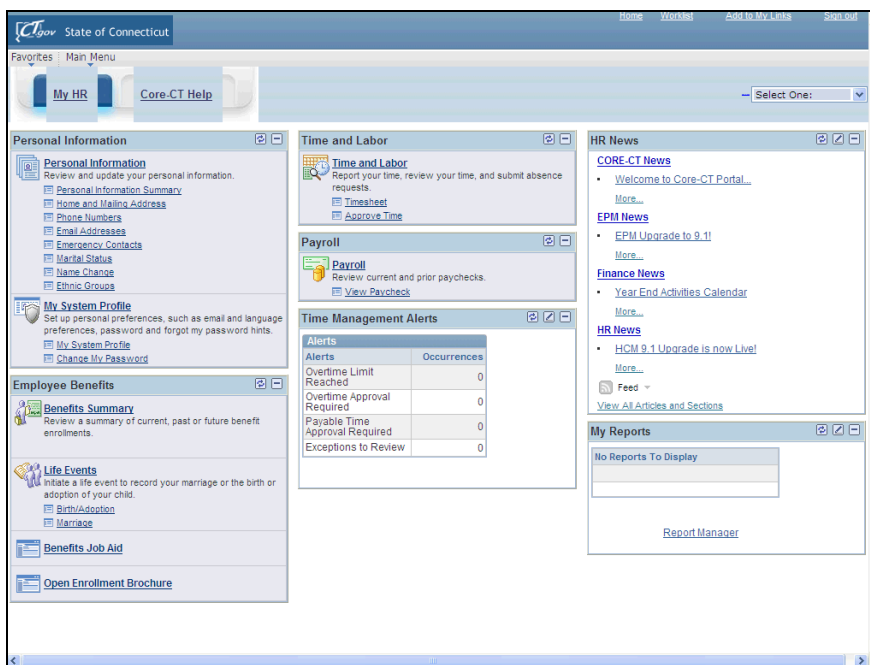
Procedure

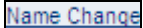
Navigation:

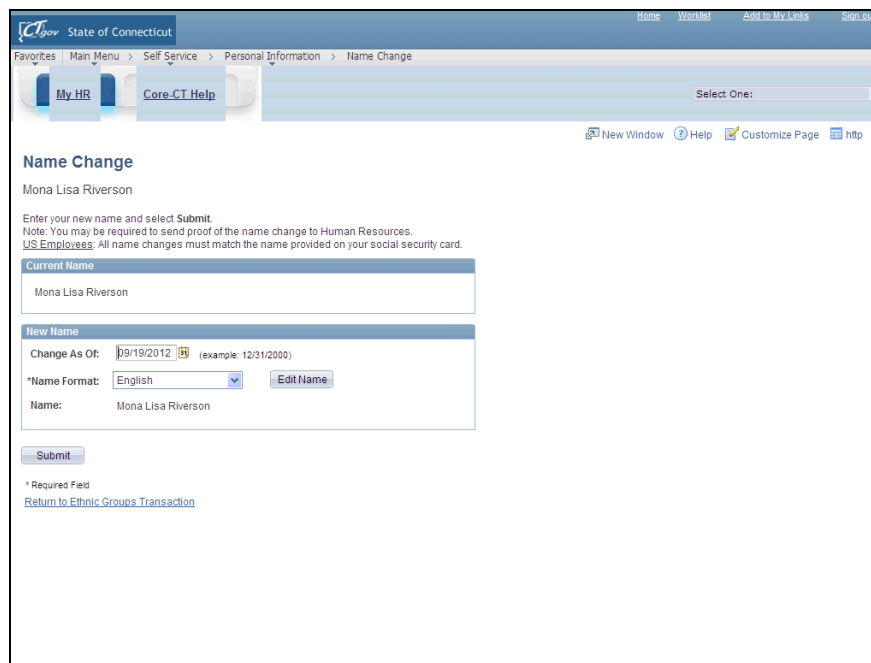
Select the Name Change link.

Select the Personal information Summary link > Select the Name Change button.

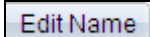
Main Menu > Self Service > Personal Information > Name Change



Step	Action
1.	Click the Name Change link. 
2.	The Change As Of date defaults to the current date. This date can be changed here but it will not update any previously dated changes.



The screenshot shows the 'Name Change' web form for the State of Connecticut. The page title is 'Name Change' and the user is identified as 'Mona Lisa Riverson'. The form includes a 'Current Name' field with 'Mona Lisa Riverson', a 'New Name' field, and a 'Change As Of' date field set to '09/19/2012'. There is an 'Edit Name' button and a 'Submit' button. A note states: 'Note: You may be required to send proof of the name change to Human Resources. US Employees: All name changes must match the name provided on your social security card.' A link for 'Return to Ethnic Groups Transaction' is also visible.

Step	Action
3.	Click the Edit Name button. 

State of Connecticut

Home | Worklist | Add to My Links | Sign Out

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

My HR | Core-CT Help | Select One: [v]

New Window | Help | Customize Page | http

Edit Name

English Name Format

Prefix: [v]

First Name:

Middle Name:

Last Name:

Suffix: [v]

Display Name: Mona Lisa Riverson

Formal Name: Mona Lisa Riverson

Name: Riverson, Mona Lisa A

Step	Action
4.	Enter Pat into the First Name field.
5.	Click the Refresh Name button. <input type="button" value="Refresh Name"/>
6.	Click the OK button. <input type="button" value="OK"/>

State of Connecticut

Home | Worklist | Add to My Links | Sign Out

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

My HR | Core-CT Help | Select One: [v]

New Window | Help | Customize Page | http

Name Change

Mona Lisa Riverson

Enter your new name and select Submit.
 Note: You may be required to send proof of the name change to Human Resources.
[US Employees](#): All name changes must match the name provided on your social security card.

Current Name

Mona Lisa Riverson

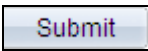
New Name

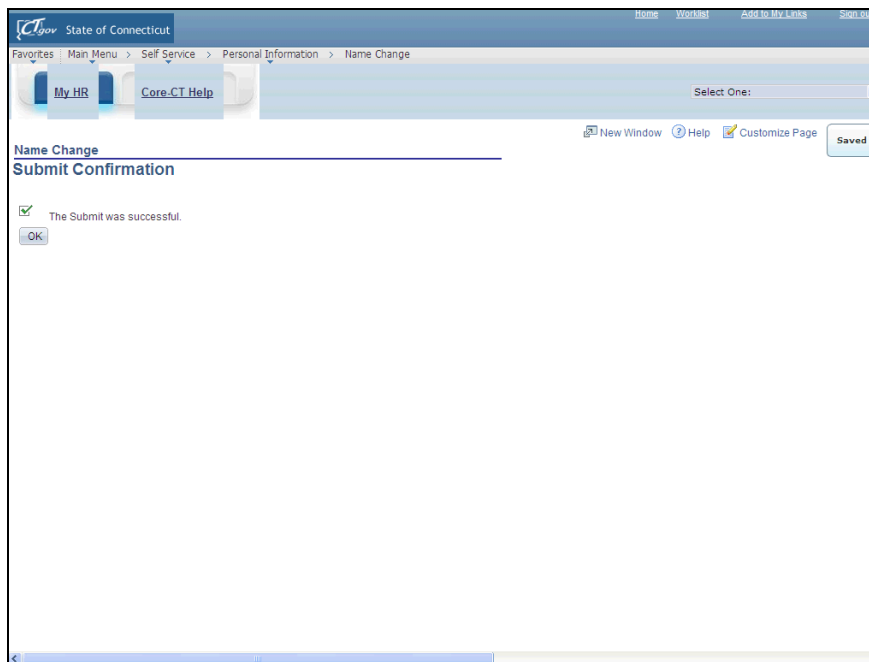
Change As Of: (example: 12/31/2000)


*Name Format: English [v]

Name: Pat Riverson

* Required Field
[Return to Ethnic Groups Transaction](#)

Step	Action
7.	Click the Submit button. 



Step	Action
8.	The name change will not take effect until Human Resources authorizes the change. Click the OK button. 
9.	End of Procedure.