

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Student ID Number or Social Security Number

**Social Security Number Change – Please Print**

**Documentation Required:** A valid Social Security card.

Old Social Security Number: \_\_\_\_\_

New Social Security Number: \_\_\_\_\_

**Name Change – Please Print**

**Documentation Required:** A certified marriage license, divorce decree, or a legal name change document.

Old Name: \_\_\_\_\_

New Name: \_\_\_\_\_

**Technology Username/Access ID Change Information – Please Print**

Complete this section if you are doing a name change and want your Technology Username/Access ID to change accordingly, **or** you are requesting that your Technology Username/Access ID be changed due to other circumstances.

Current Username/Access ID: \_\_\_\_\_ SVSU ID Number: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ If this request is not due to a name change, indicate the reason:

\_\_\_\_\_  
**Note:** ID changes related to non-name change requests must be approved by the Executive Director or Director of IT Services. The IT Services Support Center will seek approval when such requests are received. Changes will be implemented during the next time frame between semesters (between Fall and Winter, Winter and Spring, or Summer and Fall). You will be notified of your new ID at the above phone number when the change is complete.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_