



Request for Student Name Change & Student Login Account

To have your name changed and your network login username (which includes BTC student email accounts) changed, please fill in the **Student Information and Authorization** portion below. At the time that this request is made you must present one form of official identification (driver's license, state ID, marriage certificate or divorce decree) showing the name that you are requesting your records be changed to.

All of the existing data on your home directory (H: drive) on the BTC Network will be moved to the new home directory using your new login name. Once the username change is complete, your initial password will be your 9-digit student ID. You will be prompted to change your password the first time you log on. You will be contacted by the IT-Helpdesk within 72 hours of completion of your update.

If you have a current BTC e-mail account, all of your e-mail will be transferred to your new e-mail account. It is your responsibility to inform your instructors of your new e-mail address so that they can update your information.

STUDENT INFORMATION AND AUTHORIZATION

Name Change Only or Name and Network Change

Current Name: _____ Current Network User Name: _____

Student ID #: _____ New Name: _____

I have read and understand the information as stated above:

Student Signature: _____ Date: _____

Contact Info. (personal e-mail or phone) to notify when request is complete:

Phone: _____ E-mail: _____

REGISTRATION AUTHORIZATION

ID Verified & Type: _____ Verified By: _____

Date: _____

This box is to be completed by Registrar and forwarded to the IT-Helpdesk, if student requests a network update.

New Login: _____

New E-Mail Address (if applicable): _____

New Network Login: _____

Effective Date: _____ ITS Initials: _____ w.o. # _____