BLACKHAWK Technical College

Name and Network Change Form

To have your name changed and your network login username (which includes BTC student email accounts) changed, please complete the Student Information and Authorization portion below. At the time that this request is made, you must present one form of official identification (i.e. driver's license, state identification, 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 email account, all of your emails will be transferred to your new email account. It is your responsibility to inform your instructors of your new email address so that they can update your information.

STUDENT INFORMATION AND AUTHORIZATION

☐ Name Change Only ☐ Name and Network Change	Current Name	BTC Student ID Number
Current Network Username	New Name	
Contact information to notify when request is complete:		
Personal Phone Number	Personal Email Address	

I have read and understand the information as stated above:

_____ _____

Student Signature Date

FOR OFFICE USE ONLY

REGISTRATION AUTHORIZATION

ID Verified, indicate type:	Verified By	Date Verified
If network update requested, Registrar must complete this field and forward the request to the ITS Help Desk:	New Login:	

ITS WORKFLOW

New Email Address (if applicable)	New Network Login	
Effective Date	ITS Initials	Work Order Number

Central Campus
6004 S County Road G • P.O. Box 5009 • Janesville, WI 53547 • (608) 758-6900

Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the nondiscrimination policies: Title IX Coordinator/Equal Opportunity Officer, 6004 S County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711.