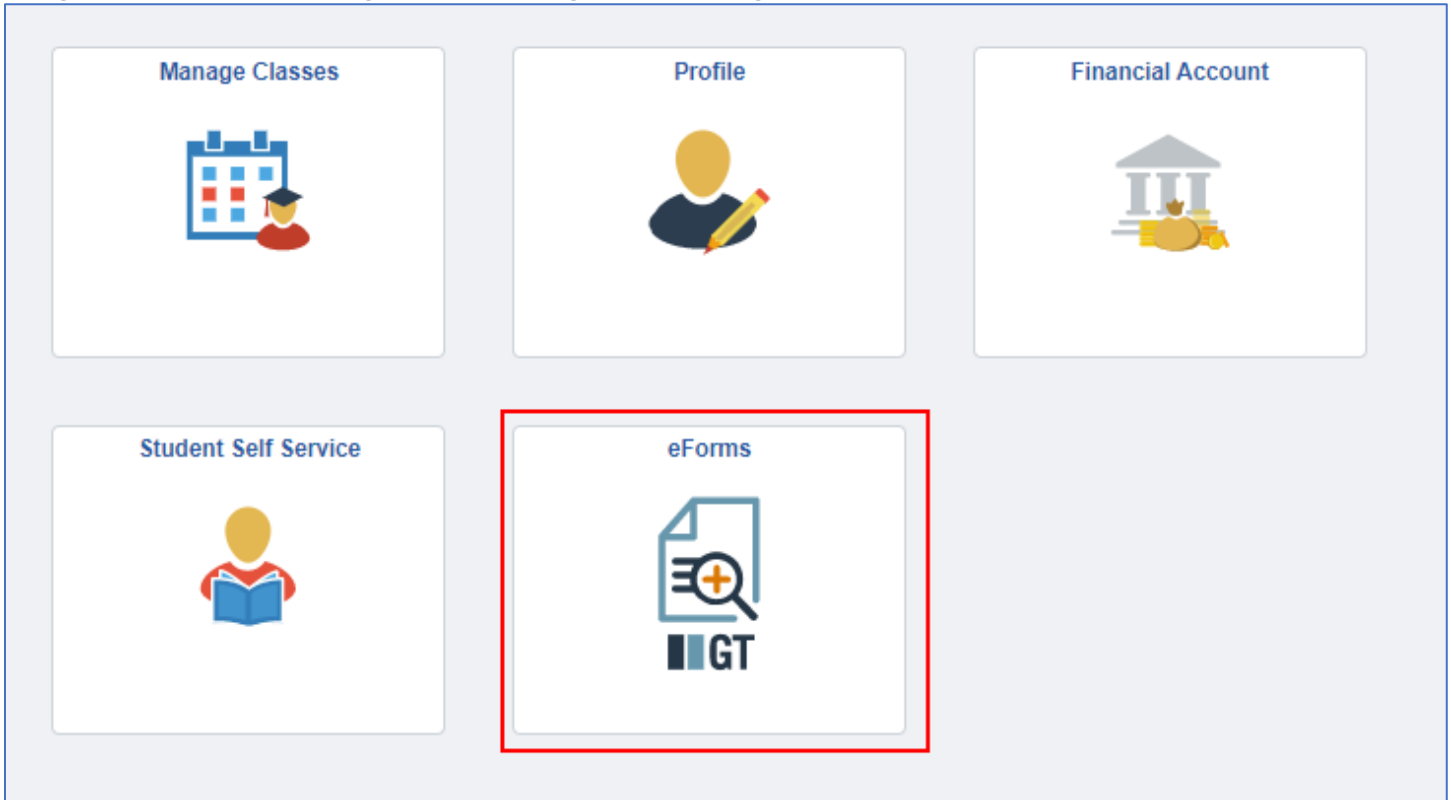


Legal Name Change Request eForm Process

Campus Solutions Training Guide

Form Submission (Completed by Student)

Navigation: Student Homepage > eForms > Legal Name Change Request



1-The form will populate with some prefilled information that has been setup by CTS. Students will be required to select their institution and complete any other information as needed.

Name Change Request : Legal Name Change Request

All name change requests must be accompanied by the corresponding legal documentation showing the change and a signed social security card reflecting the new name.

Examples of legal documentation include:

- A marriage license or court documents
- For international students, the passport name change documentation is acceptable.

This request will change the primary and preferred name on the student academic record. Name changes will be reflected within the payroll system (if applicable).

Please note: All attachments are securely encrypted at the time of upload and will be destroyed shortly after the name change has been made on the student academic record.

Student Information

Student Name	Student Name
Student ID/Empl ID	XXXXXXX
*Academic Institution	<input type="text"/>
Telephone	XXX-XXX-XXXX
Email Address	student.name@ndus.edu

2-The student will then need to provide their new name information. The student's most recent former name will appear and their current preferred name. The student can choose if they would like their preferred name updated. The student will then be required to upload their legal name change documentation.

Name Information

*Complete Legal First Name:

Complete Legal Middle Name:

*Complete Legal Last Name:

Name Suffix:

Most Recent Former Name:

Current Preferred Name:

Would you like your Preferred Name updated?:

File Attachments

Status	Action	Description	File Name	Delete
1	<input type="button" value="Upload"/>	Legal Name Change Documentation		<input type="button" value="Delete"/>
2	<input type="button" value="Upload"/>	Social Security Card		<input type="button" value="Delete"/>

3-After uploading their documentation, the student will then need to accept the acknowledgement by toggling the 'No' button to 'Yes'

Action Items

Acknowledgement

1	<input type="button" value="No"/>	I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.
---	-----------------------------------	---

4-A student can either 'Save' a form for future updating or 'Submit' to be processed.

Comments

5-After the form is submitted, the student will get a results screen indicating successful submission of the form. The student will also get a notification that the form has been submitted.

SUBMITTED: NDUS Legal Name Change Request - Form ID: 101744

donotreply@ndus.edu
To: Hotchkiss, Crystal
Retention Policy Deleted Items (30 days) Expires: 10/18/2021
 This item will expire in 17 days. To keep this item longer apply a different Retention Policy.

Example Email Notification

Hello,

Thank you for your submission. To view your request, please click [here](#). If you have any questions, please contact your ND University System campus.

Thank you

Comments:

A student can also view a form's Approval Route' by clicking the Approval Route button.

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

Transaction / Signature Log	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	06/01/2021 6:39:11PM	Initiated			Submit	

Review/Edit Approvers

Basic Stage
G3FORM_ID=100645 **Pending**

BSC Routing

Pending
Multiple Approvers
sara.narveson -> Narveson,Sara E. + eric...

Not Routed
Multiple Approvers
sara.narveson -> Narveson,Sara E. + ericka.west...

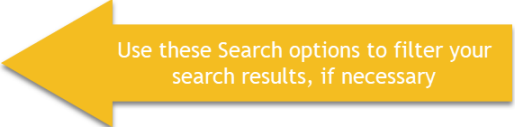
Updating a previously saved form (Student Submission)

If a student saves a form to go back and complete later, they will access the form at:
Student Homepage > eForms > Update a NDUS_STATE eForm.

1-Clicking **Search** will bring up all forms that are in the user's queue or that have been submitted. A student will be able to see all pending and saved forms submitted by them.

Search by:

Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/> <input type="button" value="Q"/>
Form Status	is Equal To	<input type="text"/>
Student Name	Begins With	<input type="text"/>
Student ID/Empl ID	Begins With	<input type="text"/>



2-The student can select the form they wish to updated. On this page a student can either choose to Save again, Withdraw the form, or Submit for processing.

▶ **Comments**

Approver & Evaluator Steps

Navigation: Campus Solutions Administrator Homepage > eForms tile > Evaluate a NDUS eForm

1-Clicking Search will bring up all forms that are in the user's queue for review. A user can also filter to a specific student, Form type, Form ID or Form status if necessary.

Search by:

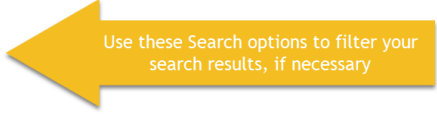
Form ID Begins With

Form Type Begins With

Form Status is Equal To

Student Name Begins With

Student ID/Empl ID Begins With



2-The Approver/Evaluator can review the information and documentation.

Student Information

Student Name
Student ID/Empl ID
Academic Institution
Telephone
Email Address

Name Information

Complete Legal First Name test
Complete Legal Middle Name test
Complete Legal Last Name test
Name Suffix
Most Recent Former Name:
Current Preferred Name:
Would you like your Preferred Name updated?

File Attachments

Status	Action	Description	File Name	Delete
1	<input type="button" value="View"/>	Legal Name Change Documentation	Test1.docx	<input type="button" value="Replace"/>
2	<input type="button" value="View"/>	Social Security Card	Test2.docx	<input type="button" value="Replace"/>

3-Comments can be entered if desired. The Evaluator can choose to Approve, Deny, Hold, or Recycle the form.

Comments

4-After the form has been Approved, the Evaluator will get the following page:

You have successfully approved your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 06/08/2021 2:30:04PM	Initiated	crystal.hotchkiss	Hotchkiss,Crystal M.	Submit	
2 06/08/2021 2:34:13PM	sara.narveson -> Narveson,Sara E. + ericka.west...	crystal.hotchkiss	Hotchkiss,Crystal M.	Approve	4 minutes

Action Item Log

Acknowledgement	Description	User	Time Stamp
1 Yes	I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.	crystal.hotchkiss	06/08/21 2:29:25.000000PM

Component Interface Update Example

The Component Interface is a process that will auto update Campus Connection once the form has finished its workflow and is approved. Not all eforms will have a component interface.

For the Legal Name Change Request Form, once a form is approved in full, it will complete the Component Interface based on the data provided in the student's form.

- The student's Primary name will update to the Name provided in the 'Name Information' area.
- The student's current Primary name will update to the student's Former name
- The student's preferred name will update only if the student indicates YES on the form.

The user ID of the person who approved the change will be populated into the audit records.

The screenshot displays a web interface for a name change request. It features a table of 'Current Names', a form to 'Add/change a name', and a 'Student Information' section. Red arrows point from the 'Name Information' fields to the 'Current Names' table and the 'Add/change a name' form.

Name Type	Name	Effective Date	Status	Updated By	Updated	Name History
Primary	Bucky Barnes	09/17/2021	Active	Crystal Holchkiss	09/17/2021 9:06:06AM	Name History
Preferred	Bucky Barnes	09/17/2021	Active	Crystal Holchkiss	09/17/2021 9:06:06AM	Name History
Former	test.test	09/17/2021	Active	Crystal Holchkiss	09/17/2021 9:06:06AM	Name History

Add/change a name

Type of Name: [Dropdown]
Effective Date: 10/01/2021
Status: Active
*Format Using: English
Prefix: [Dropdown]
First Name: [Text Field]
Last Name: [Text Field]
Suffix: [Dropdown]
Middle Name: [Text Field]

Display Name: [Text Field]
Formal Name: [Text Field]
Name: [Text Field]

Buttons: Submit, Reset

Student Information

Student Name: test.test
Student ID/Empl ID: 0593933
Academic Institution: Bismarck State College
Telephone: 701776595
Email Address: [Text Field]

Name Information

Complete Legal First Name: Bucky
Complete Legal Middle Name: [Text Field]
Complete Legal Last Name: Barnes
Name Suffix: [Text Field]
Most Recent Former Name: [Text Field]
Current Preferred Name: test.test
Would you like your Preferred Name updated? Yes