Legal Name Change Request eForm Process
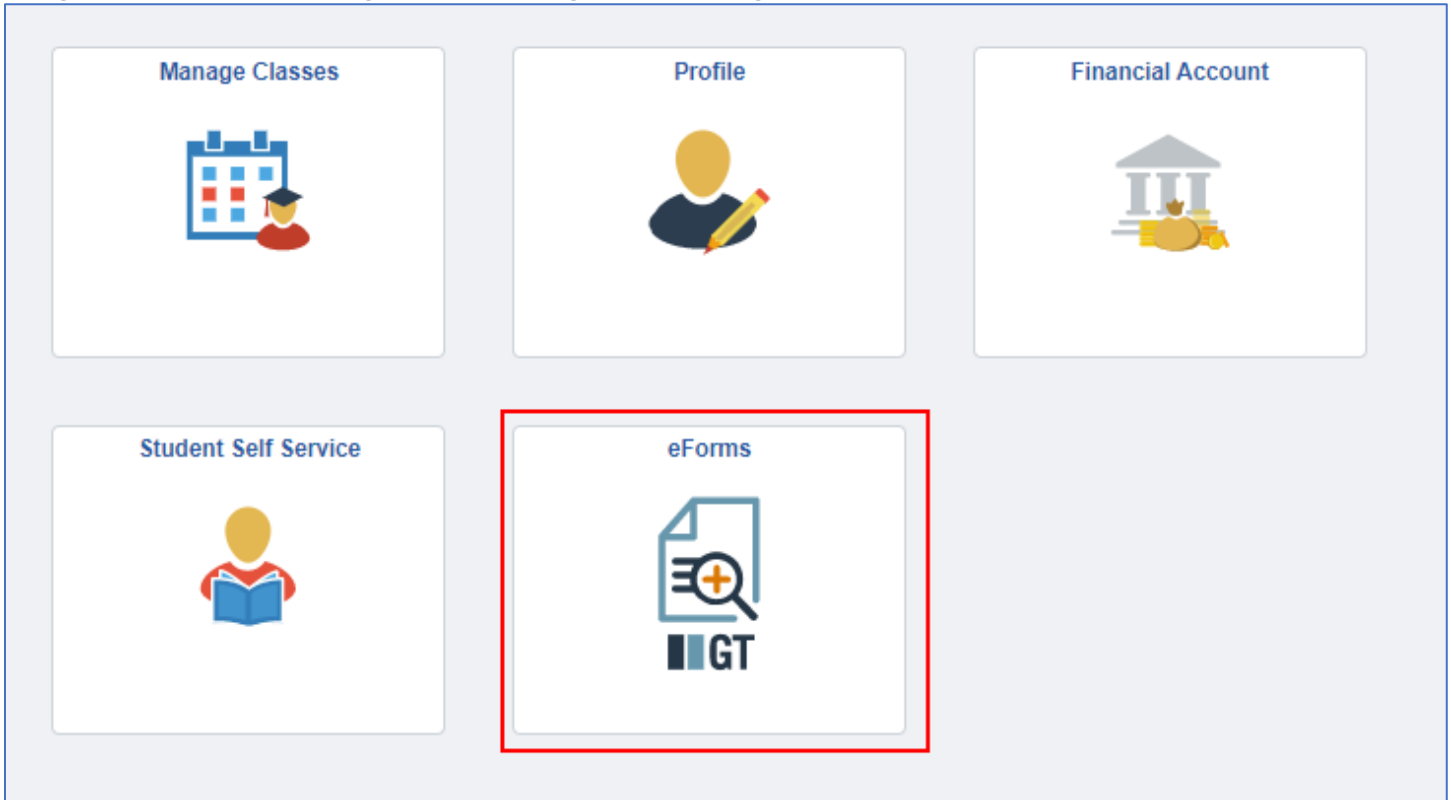
Form Submission (Completed by Student)

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 <u>and</u> a signed social security card reflecting the new name.

Examples of legal documetation 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	[dropdown]
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.

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

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

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.

A student can also view a form's Approval Route' by clicking the Approval Route button.
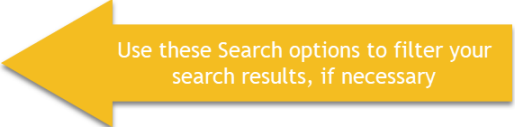
Updating a previously saved form (Student Submission)

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.

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.

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.
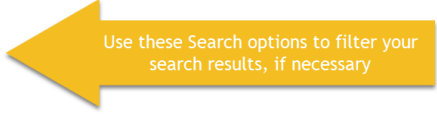

2-The Approver/Evaluator can review the information and documentation.

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

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

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.