

Name Change Procedures through Human Resources – Self Service

Sign In

Through HR Self Service, you may review/update your personal information (i.e. name, address, etc.), review benefits enrollment and, and complete the new employee package, to include I-9, W-4, and Direct Deposit forms.

To access the HR Self Service system, go to the **CWU Home Page** at www.cwu.edu and click the



link in the upper right corner of the page.

Click Sign In

Enter your CWU network credentials and click Login.



Single Sign On Service

The application **MyCWU** on host **my.cwu.edu** has requested that you log in with your CWU network credentials. After a successful login you will be redirected to that application.

Username:

Password:

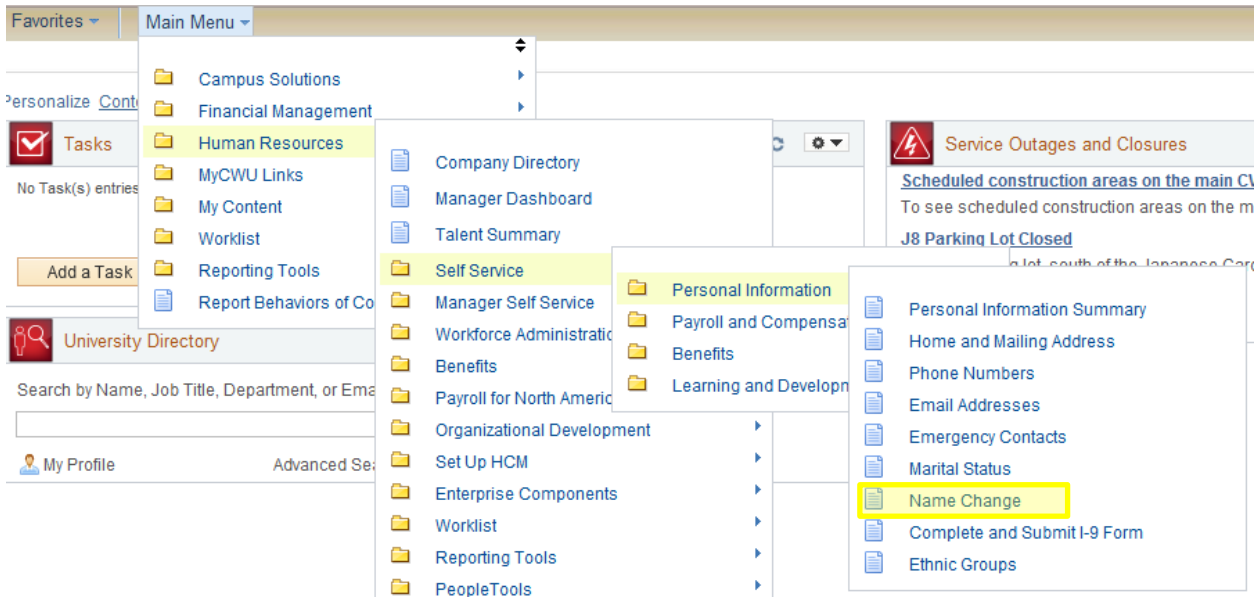
Login

Forget your password? Click [here](#) for assistance.

NOTICE: You are logging in to one or more web applications via the CWU single sign on service. When you have finished using these applications, in order to log out fully you MUST close all browser windows and tabs and exit your browser (Chrome, Firefox, Internet Explorer, Safari, etc.). Failure to do so may allow other users of this computer to access your personal information.

Name Change – Self Service

Navigate to **Main Menu -> Human Resources -> Self Service -> Personal Information -> Name Change**



The next screen shows the current information and allows you to enter the Date Name change will take effect, the Name format, and the New Name field. Select 'Edit Name'.

Name Change

Jane Doe

Enter your new name and select **Submit**.

Note: You may be required to send proof of the name change to Human Resources.

US Employees: All name changes must match the name provided on your social security card.

Current Name	
Jane Doe	
New Name	
Change As Of	<input type="text" value="01/27/2014"/> (example: 12/31/2000)
*Name Format	<input type="text" value="English"/> <input type="button" value="Edit Name"/>
Name	Jane Doe

* Required Field

Enter all relevant information, click 'Refresh Name' and 'OK'.

Edit Name	
Help	
English Name Format	
Prefix	<input type="text" value="Mrs"/>
First Name	Jane <input type="text"/>
Middle Name	A <input type="text"/>
Last Name	Doe <input type="text"/>
Suffix	<input type="text"/>
Display Name	Jane Doe
Formal Name	Mrs Jane Doe
Name	Doe, Jane A
<input type="button" value="Refresh Name"/>	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

The confirmation page will appear when you select 'OK'. Select Submit.

Note: The information is not changed in the system right away. You must visit the HR office in order to verify these changes by showing your social security card.