How to Change a Name

Legal Name Change

Once a name has been legally changed, submit the Individual Data Sheet change form with information to Human Resources to update your HR records. You will be required to provide an updated Social Security Card.

Preferred Name

Preferred names are updated first and foremost in MaineStreet. This will then feed to some other systems (Blackboard), but other systems will require some additional actions.

Students: To enter a Preferred Name in MaineStreet - Campus Solutions:

2. Navigate to your Student Center.
3. Select the link labeled “Demographic Data” under “Personal Information.”
4. Select the “Names” tab.
5. Click the green “Edit” button.
6. Add or change your preferred name.

Employees: To enter a Preferred Name in MaineStreet - Human Resources:

1. Employees will contact their HR Business Partner or HR Director to request the preferred name change.
2. HR submits the Individual Data Sheet change form with information to Payroll.
3. HR advises student to visit http://accounts.maine.edu to change their email account information.

Email Address Change

Once your preferred name has been updated in MaineStreet, and once the system has synced (which typically happens once each business day), navigate to accounts.maine.edu and use the self service option to change your UMS ID. Once the system sync has occurred, your preferred name will be an available option to select for the new ID.

It is important to remember that Gmail and other email platforms may retain contact information that does not update automatically. You may need to request that people you correspond with update their contacts.

Related articles

- How to Change a Name
- 0310.10 Form I-9 and E-Verify
- 0950.00 Preferred Name Usage Policy