NETWORK USERNAME CHANGES (STUDENT)

Student network accounts are automatically created when students are officially accepted and complete all pre-admission requirements as specified by the Registrar's Office. Accounts are generated based on the student's legal name as recorded in Banner and verified by the Registrar's Office.

Student network accounts are not automatically updated when legal name changes are recorded; student account owners must personally request account changes.

If you are not sure what your network username is, you can log in to Bearcat Web and view your email address under the 'Personal Information' section. If you are unsure how to log in to Bearcat Web or have difficulty, please call the ITS Help Desk at (864) 388-8234 for assistance.

Password Administration
Users will be provided information concerning account identification, the default password, and methods for resetting network passwords. Please call the ITS Help Desk at (864) 388-8234 for assistance.

Changing Your Network Username

1. Review the User Responsibilities and Acceptable Reasons for Changing a Username sections below.
2. If applicable, change your name at the Registrar's Office and/or Human Resources.
3. Submit a Network Username change form to ITS.
4. Unsubscribe from any mailing lists and news groups using your current network username.
5. ITS will review the request and, if approved, will create a new network username and will designate it as the preferred username. You will be notified the username change has been completed.

User Responsibilities

1. The user is solely responsible for notifying all correspondents of the change of email address.
2. ITS will not create an alias or forward email from the old network username to the new network username.
3. The user must manually unsubscribe from lists with the old email address and re-subscribe using the new email address.
4. Users are responsible for coordinating any required movement of files on a computer system from the old network username to the new network username with the system administrator.
5. File and resource access authorizations will be lost. The user is responsible for contacting owners of files and resources they access to request new permissions based on the new network username.
6. Any devices on which you have downloaded and installed Microsoft Office Products using your Lander account will need to be updated using your new network account. This might include programs that have been loaded on your personal devices (laptop, iPad, smartphone, home computer, etc.).

Acceptable Reasons for Changing Your Network Username

1. Marriage, divorce or other legal name change. These changes must be made in official university records: Registrar's Office for students, Human Resources for employees, or both if the individual has dual status, e.g. student employee or staff that take classes.
2. The constructed username is vulgar, extremely suggestive, or is clearly objectionable. These are not typical since the network username is created automatically from the first name, last name, and/or initials.

STUDENT NETWORK USERNAME CHANGE REQUEST
(Turn this page in at the ITS Help Desk on the Lower Level of Jackson Library)

Current Network Username:	
Current Legal Name as recorded in Banner:	
Reason for change request:	
L#	
Are you currently employed as a student worker by Lander University, and If so, by what office? (Employment in some Lander University Offices may require additional system changes be made when your account is changed.)	

I understand that my retired network username will be deleted once all changes have been made.

I understand that the email account associated with my retired network username will be deleted 30 days after all changes have been made. I understand that I am responsible for forwarding or backing up any emails in my old account and that ITS will not be able to restore my email or retrieve messages that have been deleted.

I understand that multiple systems will be affected and that changes may not be made simultaneously in all systems, which may result in delays in accessing the files, functions and systems I customarily access.

I understand that not all the systems I access may be administrated by ITS and that I am responsible for contacting colleagues and professors that I routinely communicate with to update my email information.

I am responsible for requesting that colleagues re-share resources and/or re-apply permissions (for example, to shared email calendars, shared folders, and other shared resources).

I understand that I may need to re-install or re-provision access to Microsoft Office Products I have downloaded and installed on my personal devices.

Signature: _____ Date:_____

Received in ITS by: _____ Date:_____

Change to Network Username: _____

Change Scheduled: _____

New email account/AD account created: _____