Change my name

Two types: preferred name

Legal name: legal ID

Paper form on website. Someone fill out and email to us

Issue no notification approval

Admin staff in office review form

HR record if worked at temple. Name change goes to them

Hr: same process

Applicants: former students, current students, --staff? Hr process

Divorced and married(reasons)

Government issued photo id

Documentation name change was done legally

Rarely denied, only reason was no match

If denied, email them(if something missing, they are told)

Can change name no limit

History of student names on banner

First step: what we need

Disadvnatges: paper process, cant track anything, no history

Single signup from tuportal(no access outside tuportal)

Retain uploading supporting documents(SSN.passport)

Records stored in imaging system

Risk factors: privacy

Send from tusafesend

System upload and keep documents safe

Typo,correction for name, no or less documentation

Keith jones and kieth jones 🡪 systems tell whether it is typo or not

Api from imaging systems to send straight to tusafesemd

No saving application