

## How Do I Change My Name?

NOTE: Important! Whenever you change your name, you must promptly update that information within the OneUSG Connect system. This name is reflected on a number of items. Failure to update this information in a timely manner can delay the issuance of important documentation.

### Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Personal Details** tile.
3. On the **Personal Details** page, click the **Name** link.
4. Your current name as stored in the application is listed. To edit your **current** name, click that row.
5. In the **Name** pop-up box, edit the applicable information:
  - a. **Change As Of**: Enter or select (using the **Calendar** icon) the date when the name change takes effect.
  - b. Ignore the **Name Format** field.
  - c. **Name Prefix**: Enter or select the prefix using the Look Up icon.
  - d. **First Name**
  - e. **Middle Name** (optional)
  - f. **Last Name**
  - g. **Name Suffix** (optional)
  - h. **Preferred First Name** (optional)
6. Click the **Save** button.
7. Name changes are automatically routed for approval to your HR office. Contact your HR office to determine the proper procedure for submitting the required documentation to support the name change.

