I. Policy Purpose
   A. This policy describes how ObieIDs and email addresses are modified in the event of a person or organization’s name change.

II. Policy Statement
   A. **Changes to Reflect Individual Legal Name Changes.** Name changes must originate with Office of the Registrar for students and the Office of Human Resources for faculty and staff. Once a legal name has been changed through the appropriate official channel, a person may submit a service request with CIT to change either or both their ObieID and their firstname.lastname@oberlin.edu email address. It is the responsibility of the individual requesting the name change to notify their contacts of the change.

   B. **Changes to Reflect Individual Preferred Name Changes.** Preferred name changes must originate in Banner; a person can update their preferred name using the My Self Service Profile task in OberView. Once a preferred name has been changed through My Self Service Profile, a person may submit a service request with CIT to change their firstname.lastname@oberlin.edu email address. CIT does not change ObieIDs in the case of preferred name changes. It is the responsibility of the individual requesting the name change to notify their contacts of the change.

   C. **Changes to Reflect Department or Organization Name Changes.** CIT only makes changes to ObieIDs and/or email addresses for departments or organizations if the leader of the department or an officer of the organization requests a change by submitting a service request to CIT. It is the responsibility of the group requesting the name change to notify their contacts of the change.

III. Scope
   A. Policy applies to individuals (faculty, staff, students, and others) as well as organizations who have changed their preferred or legal name.
IV. Administration
   A. The Chief Information Technology Officer is assigned to administer this policy. This individual is responsible for keeping the policy up to date and coordinating a detailed review at least once every 5 years.

V. Related Information
   A. ObieID Account Administration Policy (https://www.oberlin.edu/cit/policies/obieid-administration-policy)