

# How to request a name change on your Gullnet or Email account

This guide outlines the steps required for changing the name and/or username for a variety of accounts.

## Faculty or Staff Name Changes

Faculty or Staff members needing or desiring to change their name in Active Directory and GullNet due to marriage, divorce, or other legal name change can do so through the following steps.

- First, contact **Human Resources** (<http://www.salisbury.edu/hr/>) to submit a name change with the University.
- Next, log into our **Online Ticketing system** (<http://support.salisbury.edu/user/>) using your full email address and password.
- In the selection of **Logins, Accounts, and Access** click on **Report a Problem**
- Fill out the form as indicated. Exclamation points indicate required fields.
- Click **Save**. You will receive a confirmation email that your ticket has been submitted.

Once submitted, we will begin processing your name change. Your name change will not occur until the change has first been entered in GullNet by Human Resources, so again it is important that you do that step first.

You will receive a confirmation via email when the change has occurred. You can check your ticket's progress at any time by logging into the Online Ticketing system.

## Student Name Changes

Students needing or desiring to change their name in Active Directory and GullNet due to marriage, divorce, or other legal name change can do so through the following steps. **Note that student name changes change only the display name; your username will remain the same.** We are unable to fulfill requests for student username or alumni account name changes.

- First, contact the **Registrar's Office** to submit a name change with the University by going to [https://webapps.salisbury.edu/registrar/forms/name\\_change/](https://webapps.salisbury.edu/registrar/forms/name_change/) . You may find instructions on what is required at <https://www.salisbury.edu/administration/academic-affairs/registrar/records/change-name.aspx>
- Next, log into our **Online Ticketing system** (<http://support.salisbury.edu/user/>) using your full email address and password.
- In the selection of **Logins, Accounts, and Access** click on **Report a Problem**
- Fill out the form as indicated. Exclamation points indicate required fields. While not required, it is highly recommended that you provide a telephone number, in case there is a question about your ticket.
- Click **Save**. You will receive a confirmation email that your ticket has been submitted.

Once submitted, we will begin processing your name change. Your name change will not occur until the change has first been entered in GullNet by the Registrar, so again it is important that you do that step first.

You will receive a confirmation via email when the change has occurred.

For information on changing your address or phone number please see [GullNet how to guide for students](#).

## Departmental Name Changes

If a Department needs to change their name in GullNet or Active Directory please complete a ticket online at <http://support.salisbury.edu/>