Williamsport Area School District

IT Department Name Change Form

(This process will change you're name for the District email, district provided computer/laptop log on and all other software)

- Please fill out all below information on this form when legal name change has been made and is to be processed for use at the Williamsport Area School District
- Please scan/email this form to NewAccounts@wasd.org or fax to 570-326-0675 Attn: Josh Klinger
- Once this form is received, the helpdesk will schedule time, about 30 minute window, to have this change done either remotely or by appointment at the IMC office

Please print all information clearly

Last & First Name (current) _____   _____

Last & First Name (new) _____   _____

Username (current) _____   **Username (new)**   _____

Middle Initial   _____

Your new username will be the first initial of your first name and your new last name up to 8 characters (Ex. John Doe = jdoe; Susan Zimmerman = szimmerm)
Note: middle initial will be used in the username, if the same username already exists.

Password (current)   _____

IT Office use only below this line

Below steps must be done in order provided to make the process run properly

	Date Completed	Initials
1. Rename account in Active Directory	_____	_____
2. Check Office 365 (account updated)	_____	_____
3. Clear Old Account (Saving Files)	_____	_____
4. Create New Account / Merge Files / Restart	_____	_____
5. Change Permissions / Check Account	_____	_____
6. Rename account in Powerschool	_____	_____
7. Rename account in Schoology (if needed)	_____	_____
	_____	_____
	_____	_____
	_____	_____