

Williamsport Area School District

IT Department Name Change Form

(This process will change name for the District email, district provided computer/laptop log on, Powerschool)

- 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 send this form to the IMC HelpDesk 1400 West Third Street or scan/email to helpdesk@wasd.org or fax to 570-326-0675 Attn: Help Desk
- 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. Unbind AD/remove old acct, keeping files	_____	_____
2. Profile Manager Removal	_____	_____
3. Email/Account Name Change	_____	_____
4. Email Alias/Forwards/Mcminn	_____	_____
5. Run iRename	_____	_____
6. Create New Account	_____	_____
7. File Transfer	_____	_____
8. iPermission on root side	_____	_____
9. Powerschool	_____	_____
10. Schoolwires	_____	_____