

Staff
Has your name changed?
Do you want your user id to match it?

Contact the following in order:

1) Social Security Office

Visit your local Social Security office and get a corrected Social Security Card.

2) If you have a teaching certificate.

If you hold a teaching certificate, the name on your certificate must be updated. To do so, you will need to complete a change form. This form can be found on the Oklahoma State Department of Education's website.

<http://sde.state.ok.us/Teacher/ProfStand/pdf/RequestForm.pdf>

3) Personnel

Debbie Cox 366-5978 Support

Jennifer Kane 366-5873 Certified

Once you have your corrected Social Security and teaching certificate (if applicable) please bring it to Personnel at ASC. Let Jen or Debbie know you wish to change your name in the Personnel system. Allow 1-2 business days for the change to take effect. You can verify you name change is complete by going to <http://www.norman.k12.ok.us/> selecting your school site and click on the number under Staff E-Mail.

Please remember to change your name &/or beneficiaries with the following benefits that apply to you: Insurance, Life Insurance, and Teacher's Retirement.

4) DCC - Bonnie Selzer 573-3522

- I need your current account name and password:
- I backup your existing data: P drive (desktop), U drive (files) and W Drive (web)
- I release your current account
- A new account is created overnight
- The next morning
- I lookup the new account and assign a password: (your password here)
- I copy files to your new account. (It will reflect you new name)
- I contact you via phone, to let you know your new account is ready.
- Your old account will be deleted in 90 days.

5) DCC - Gaitha Milligan 366-5810

- Contact Gaitha with your new User ID and password she will set your Infinite Campus login and password to reflect your new ID.

6) DCC - Jeff Childress 573-3549

- If you have an existing AS400 login, contact Jeff with your new User ID and password. He will set your AS400 login and password to reflect the new ID.