

CHANGE YOUR NAME

To request a username and email address change, you must submit a request through [service68](#).

The screenshot shows the service68 client portal interface. The navigation path is highlighted with red arrows and numbered steps:

1. Click on the **Services** tab in the top navigation bar.
2. Click on **Information Technology** under the Service Catalog.
3. Click on **Accounts, Access & Password Services** under Information Technology.
4. Click on **Account Management** under Accounts, Access & Password Services.
5. Click on **Staff Name Change Request** under Account Management.

The final step leads to the **Account Management** page, which lists the following services:

- BCeID Account Request
- New Staff Account Request
- Staff Account Change Request
- Staff Name Change Request**

The **Staff Name Change Request** service is highlighted with a red arrow and a blue hexagon labeled 5.

[service68](#)

1. Services
2. Information Technology
3. Account, Access & Password Services
4. Account Management
5. [Staff Name Change Request](#)
6. Complete Staff Name Change Request and submit

