

CCRI Account Username Change Request Form

Before completing this form, please contact the appropriate office and make sure your legal name change has been entered and processed within the Banner system. Username change requests will be processed after the legal name change has been completed in the Banner system.

- Students : contact the Enrollment Services Office at 825.2003
- Faculty/Staff Employees: contact Human Resources at 825.2311

Once your request has been received by CCRI IT, a technologist will contact you by e-mail with further instructions for retrieving your new username and changing your password.

Client Information

How are you affiliated with CCRI?

Student Faculty Staff

Department: (Faculty and Staff Only) _____

Current CCRI Username: _____

CCRI ID Number: _____

Contact Information

Phone Number: _____

Personal E-mail Address: _____

Old Name:

First Name: _____

MI: _____

Last Name: _____

New Name:

First Name: _____

MI: _____

Last Name: _____

Please Note:

1. A CCRI account cannot be renamed. It must be deleted and then replaced with a new account.
2. Be aware that this will result in the permanent loss of all email . Please either transfer all email to another email account or print it out.
3. Also, after you have received your new username, you should communicate the change to the people who used your old e-mail address as soon as possible.

I certify that the information supplied above is correct.

Client Signature: _____

For IT use only:

New Username: _____

Step 1: Operations: Initials: _____

Date: _____

Step 2: Return to Help Desk: Initials: _____

Date: _____