Name Change

Follow the instructions to change or update your name.

1. Click on the CSU EMPLOYEE SELF-SERVICE responsibility to expand the menu. Click Personal Information.

The Personal Information page displays.

2. Under the Basic Details section, click the Update button.
3. On the Basic Details: Choose Option page, the choice will automatically be selected, and click on Next.

4. Change/update the information needed (First Name, Middle Name, Last Name) on the Basic Details: Update Information page

5. Click on Next once change/update is completed

6. Click Next on the Personal Information: Extra Information page
5. This brings you to the **Personal Information: Review** page where you can review your changes before they are submitted.

6. Click **Submit** if you are satisfied with your entry.

7. Click **Return to Overview**, it will take you back to your Personal Information page, if name change is complete, click on **Logout**.