HOW TO SUBMIT A NAME CHANGE

1. Log into Employee Self Services (https://cachectsdut.munisselfservice.com/ess/)
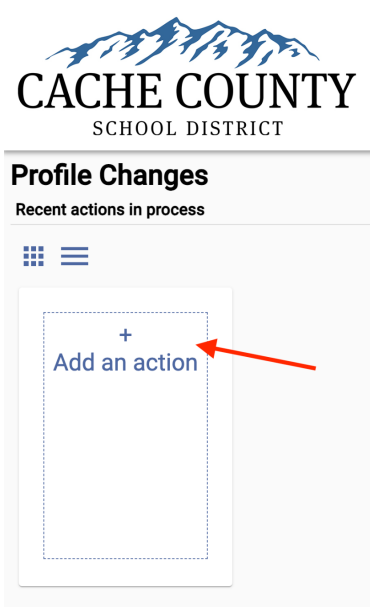2. Click on "Personal Information" on the right hand side of the screen.
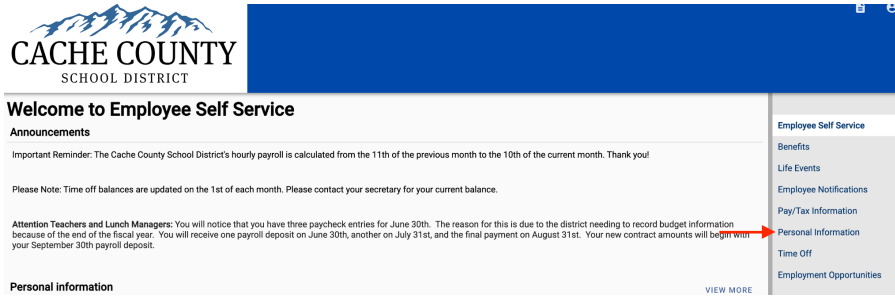
3. Click "Add/View Changes"
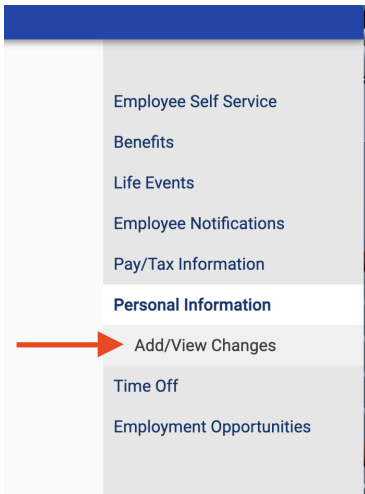
4. Click "Add an action"

5. Click "Other"

Profile Changes
Recent actions in process

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OTHER
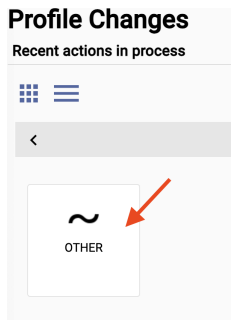
6. Click Name Change

NAME CHANGE

7. Type your name, exactly as it appears on your Social Security Card, if you have a preferred first name enter it as well. Then upload a copy of your Social Security Card.

Submit action

NAME CHANGE

Enter your new information in the fields provided. A new Social Security card reflecting your name is required before change will be made.

First Name*

Middle Name

Last Name*

Suffix

Preferred Name

Gender
UNKNOWN ▾

Alternate Email

Attachments

Choose File   No file chosen

SUBMIT   Upload a new SSN card here

8. Press Submit. Your request will be processed within 3-5 business days.

   Your email address will automatically be updated to match your new name, after your request has been processed. Your network username will not change. You will log into your email account with your **NEW** FirstName.LastName@ccsdut.org. Everything in your account will remain the same. People trying to contact you, can email either email address (your new or old email address) and you will receive it in the same inbox. Contact the Help Desk if you have any questions at 435-792-7614.