

University of Arkansas at Little Rock  
E-mail Name Change Request Form

Complete this form to change your UALR e-mail name from your legal name as defined in the Banner system to your preferred and commonly used name. For example, if your name in Banner is “William Smith,” but you are generally known as “Bill,” you may wish to complete this form so that the name “Bill Smith” will be displayed when you send e-mail messages.

Name \_\_\_\_\_ SSN \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone \_\_\_\_\_

Preferred E-mail Name \_\_\_\_\_

I request that the above change be made to my UALR e-mail account.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

***Return the completed form within 31 days of your hiring date to the appropriate Vice Chancellor for approval and routing. Please contact 569-8720 for assistance.***

*Administrative Use Only*

Vice Chancellor _____	Date ____/____/____
Name changed by _____	Date ____/____/____
	Heat Ticket _____

Note: UALR users should have no expectation of privacy in the use of the university network.

Please contact UALR Computing Services at 569-8720 for assistance.