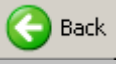


eProfile: View/Modify Name

This document provides an overview of updating name information using the self service function available via ZipLine, The University of Akron's portal. This self service application enables employees to view their current information and make updates as needed.

There is a tutorial which accompanies this document. Please visit the [Software Training Services](#) web site for a complete list of tutorials.

Important Tips to Remember when working in ZipLine

- ✓ **You will be logged out automatically after 20 minutes of inactivity**
- ✓ **Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website:**
<http://www.uakron.edu/its/learning/training/IEBasics.php>
- ✓ **If you experience difficulty in logging in and you have cookies enabled, clear the cache on your computer. For instructions on clearing cache, please visit the following website:**
<http://www.uakron.edu/its/learning/training/IEBasics.php>
- ✓ **ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session**
- ✓ **Avoid using the browser's Back button  to navigate while in ZipLine. Always use the links available on the page to navigate within ZipLine. Keep in mind, you may need to use the scroll bar to view some of these links**

Notes on Updating Name Information

- The majority of the updates to personal information are real time – meaning they take effect immediately upon hitting the Save button. Only the following information is **NOT** immediately updated due to the requirement of appropriate legal documentation which **MUST** accompany the request:
 - Name Change
 - Education (adding a degree)


- The following legal documents are accepted as proof of a name change:
 - Marriage License
 - Divorce Decree
 - Driver's License
 - Social Security Card

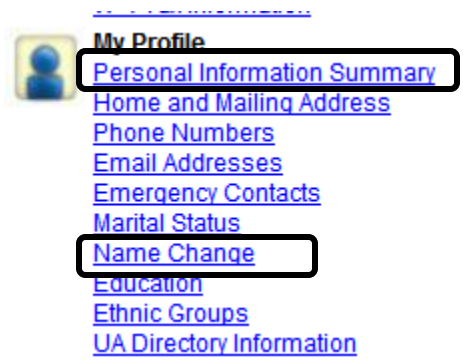
- An email notification will be sent indicating the request has been *submitted* for marital status and name changes – **ONLY** these two changes will result in a confirmation email.

- An email notification will be sent once the requested personal information has been *updated* for the following changes: marital status, name, and education.

View/Modify Name

Please note that changes to your name can be made by using either of the following methods:

- Click the “**Personal Information Summary**” link from the main My Profile page and then select the  button.
- Click the “**Name Change**” link from the main My Profile page.



1. The Name Change page is displayed. Enter the appropriate information in the fields provided – being sure to include the date the changes will take effect.
2. Click the **Edit Name** link to modify the name.

NOTE: You must provide legal documentation of the name change to Human Resources. Legal documents accepted are: marriage license, divorce decree, court order, driver's license, or social security card.

Name Change

Joe Smith


Click **Submit** after you have entered your new name.


Note: You will be required to provide proof of the name change to Human Resources in ASB 130W. Please bring legal documentation indicating the name change. The following legal documents are accepted: a marriage license, divorce decree, court order, drivers license, or social security card. Human Resources staff has discretion to accept minor changes in names (for example spelling corrections) without documentation.

Current Name

Joe Smith

New Name

*Date Name Change Will Take Effect: 

*Name Format: 

[Edit Name](#)

Name: Joe Smith

* Required Field

3. The Edit Name page is displayed. Enter the new name in the fields provided.
4. Click the **Refresh Name** button to update the display.
5. Click the **OK** button.

Edit Name

English Name Format

Prefix:	Dr.	Middle Name:	M
First Name:	David		
Last Name:	Smith		
Suffix:			

Refresh Name Display Name: David Smith
Formal Name: Dr David Smith
Name: Smith,David M

OK Cancel

6. The page returns with the new name information. Click the **Submit** button to finalize the changes.

Name Change

Joe Smith

Click **Submit** after you have entered your new name.

Note: You will be required to provide proof of the name change to Human Resources in ASB 130W. Please bring legal documentation indicating the name change. The following legal documents are accepted: a marriage license, divorce decree, court order, drivers license, or social security card. Human Resources staff has discretion to accept minor changes in names (for example spelling corrections) without documentation.

Current Name

Joe Smith

New Name

*Date Name Change Will Take Effect: 11/07/2008

*Name Format: English [Edit Name](#)


Name: David Smith

* Required Field

Submit

7. A confirmation page is returned. Click the **OK** button.

Name Change
Submit Confirmation

 The Submit was successful.

OK

You will receive two email notifications regarding your request:

- An email will be sent when the request is received
- An email will be sent when the update has been completed

8. The Name Change page is returned and shows the proposed new name and the date the change is to take effect.

Name Change

Joe Smith

This information was submitted.

Current Name

Joe Smith

New Name

***Date Name Change Will Take Effect:** 11/07/2008

Name Format: English

Name: David Smith

For questions regarding Personal Information updates:
Staff, Faculty, Contract Professionals and Graduate Assistants call 330-972-7096
or e-mail Human Resources at: UnivOfAkronHRIS@uakron.edu