This document provides an overview of updating name information using the self-service function available via My Akron, 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 My Akron

- **✓** 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/training/ie.dot](http://www.uakron.edu/training/ie.dot)
- **✓** 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/training/ie.dot](http://www.uakron.edu/training/ie.dot)
- **✓** 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 My Akron. Always use the links available on the page to navigate within My Akron. 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/Submit button. Only the following information is NOT immediately updated due to the requirement of appropriate legal documentation which MUST accompany the request:
  - Marital Status
  - Name Change
  - Education (adding a degree)

Please note: Appropriate legal documentation must be submitted for all requests for name and education changes, and marital status changes that initiate a change in your benefit elections or accompany a name change.

- 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.
Access My Profile - Log in to My Akron

1. Navigate to My Akron. From the main page (http://www.uakron.edu) click the link for My Akron.

![My Akron Menu]

NOTE: You may also enter the url https://my.uakron.edu directly into the address bar of your browser.

2. Log in to My Akron with your UAnet ID and password:

![Login Form]

Contact the Support Desk at 330-972-6888 if you have forgotten your UAnetID and/or password.
3. You are now logged in to the portal. The particular page shown below is the “My Page” tab. Clicking the Home hyperlink from within the portal will always return you to this tab (My Page).

4. Click the “Faculty/Staff” tab.
5. Notice the various options available under the **My Profile** heading under “Employee Services”.

![Employee Services](image)
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 **Change name** 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.
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 page example]

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

![Name Change page example]
7. A confirmation page is returned. Click the **OK** button.

![Name Change Confirmation](image)

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 Page](image)

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