

## Change a Person's Name

- Use this procedure if a student, parent, or staff member has a legal name change. Do not use this procedure to correct typos, etc.
- Login to [Campus](#) and go to the Search tab.
- Search “All People” for the person’s name.
- Go to the “Identities” tab and click “New.”
- Enter the person’s new name and click save.

The screenshot displays the Campus system interface. On the left, the 'Search' tab is active, showing a search for 'doe.jane' under the 'All People' category. The search results show one entry: 'Doe, Jane'. On the right, the 'Identities' tab is selected for the person 'Doe, Jane'. The 'Identities Editor' table shows one identity with 'Current' status, 'Effective Date' of 03/29/2010, and 'Birth Date'. Below this, the 'Identity Information' section contains fields for 'PersonID' (58971), '\*Last Name' (Smith), '\*First Name' (Jane), 'Middle Name', 'Suffix', '\*Gender' (Female), 'Birth Date', and 'Soc Sec Number'. The 'Save' button is highlighted with a red box.

**Search Results:** 1  
Doe, Jane

**Identities Editor**

Identity	Current	Effective Date	Birth Date
Doe, Jane	X	03/29/2010	

**Identity Information**

PersonID: 58971

\*Last Name: Smith | \*First Name: Jane | Middle Name: | Suffix: |

\*Gender: Female | Birth Date: | Soc Sec Number: |

Race/Ethnicity (Edit)