



# Account Name/ E-mail Change Form

Use this form to change your loginID (account name) or email address to match your directory name.

**Note:** You must first make a directory name change in Human Resources (if you are Faculty or Staff), in Registrar (if you are a student, or School of Medicine (if you are a SOM Affiliate or resident). If you fail to make this change first, no changes will be made to your account name or e-mail address. If the following is a loginID change, your old loginID will be disabled once the new loginID is created. You will need to pick up your new account name sheet from 025LX.

Last Name

UID or WSU Identification Number

Telephone Number \*REQUIRED\*

First Name

MI

Current CaTS Login/ID/E-mail Address

Email/Login Change  Please Check One  
 Email Change Only

After the login/email change, if you are subscribed to any list serves, you will need to unsubscribe from the list with your old address and re-subscribe using your new address.

I wish to have the above change(s) made to my account and/or loginID.

Signature

Date

Date

Signature

After the login/email change, if you are subscribed to any list serves, you will need to unsubscribe from the list with your old address and re-subscribe using your new address.  
 I wish to have the above change(s) made to my account and/or loginID.

Email/Login Change  Please Check One  
 Email Change Only

Current CaTS Login/ID/E-mail Address

MI

First Name



Telephone Number \*REQUIRED\*

UID or WSU Identification Number

Last Name

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