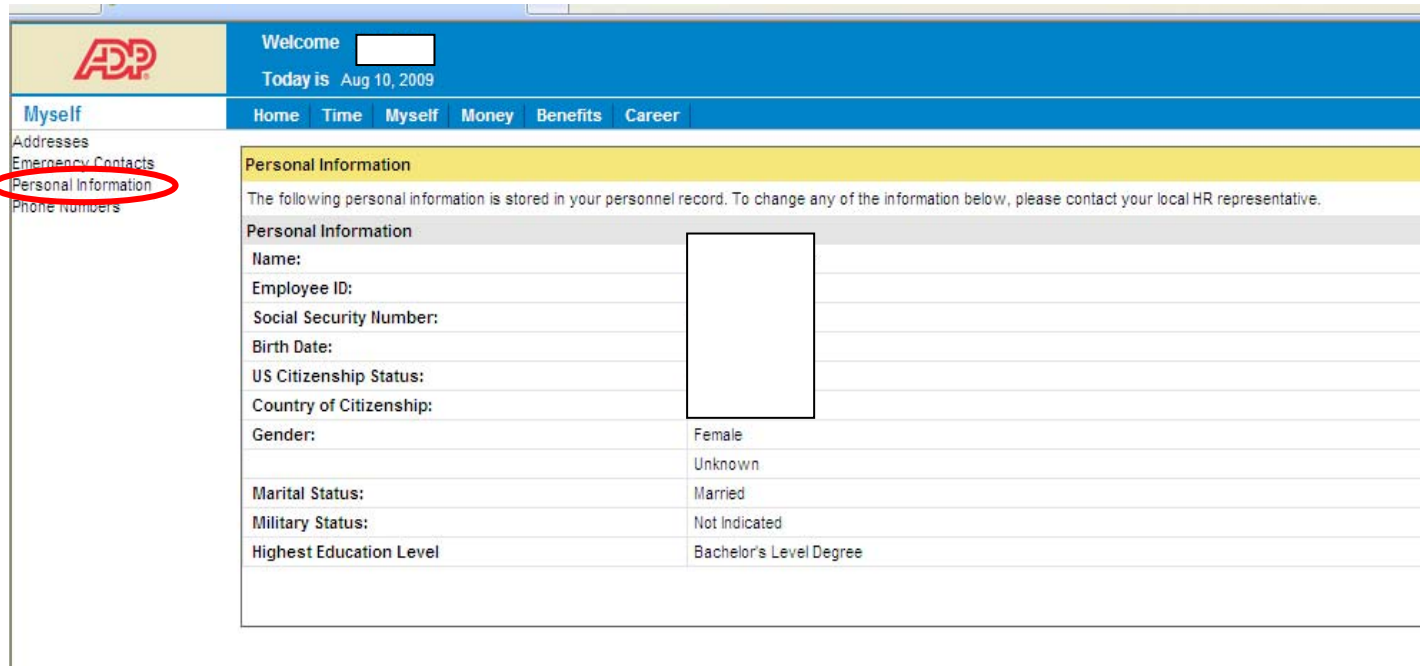


# Changing Your Name

**NOTE:** You will need to provide a copy of your new Social Security card with your new name to the Human Resources office before any change can be approved.

1. Log into the ADP **Self Service Portal**, the Self Service page will display. Select Myself from the menu bar.
2. Then select Personal Information.



The screenshot shows the ADP Self Service Portal interface. The top navigation bar includes the ADP logo, a welcome message, and the date 'Today is Aug 10, 2009'. Below this is a menu bar with options: Home, Time, Myself, Money, Benefits, and Career. On the left side, there is a vertical menu with options: Addresses, Emergency Contacts, Personal Information (circled in red), and Phone numbers. The main content area displays the 'Personal Information' section, which includes a warning that changes require HR contact. Below this is a table of personal information fields.

Personal Information	
The following personal information is stored in your personnel record. To change any of the information below, please contact your local HR representative.	
<b>Personal Information</b>	
Name:	
Employee ID:	
Social Security Number:	
Birth Date:	
US Citizenship Status:	
Country of Citizenship:	
Gender:	Female
	Unknown
Marital Status:	Married
Military Status:	Not Indicated
Highest Education Level	Bachelor's Level Degree

3. The information on the Personal Information panel can only be changed by your Human Resources Representative.