

MANAGE PERSONAL INFORMATION

REVIEW YOUR LEGAL NAME

From the **Home** page:



1. Click on the **Personal Information** application.
2. Click on **Legal Name** under the Change section.
3. Your current legal name will display in a **Change My Legal Name** page.

CHANGE YOUR LEGAL NAME

From the **Change My Legal Name** page:

1. Type to indicate your changes.
2. You may need to use the **Calendar** icon or the **Prompt** icon or type to indicate dates and other information.
3. Once all information had been changed, feel free to type any comments in the comment box at the bottom of the page.
4. Click **Submit**.
5. Click **Done**.

NOTE: You may be required to present other documents (such as a Social Security Card) to necessary District Services departments.