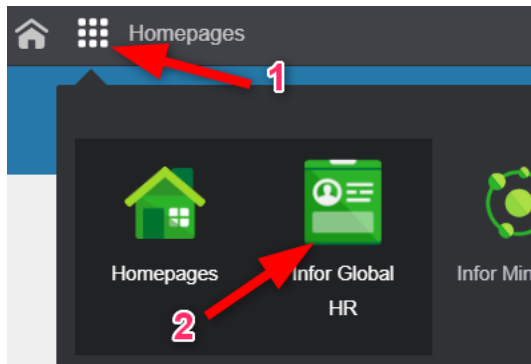


Changing Your Name

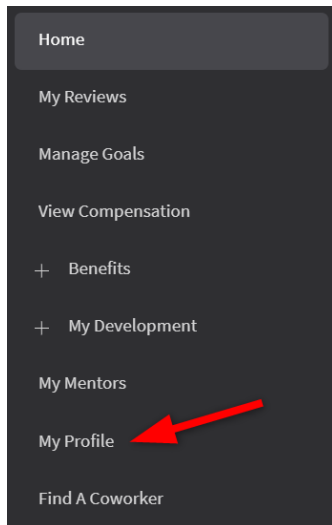
Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:



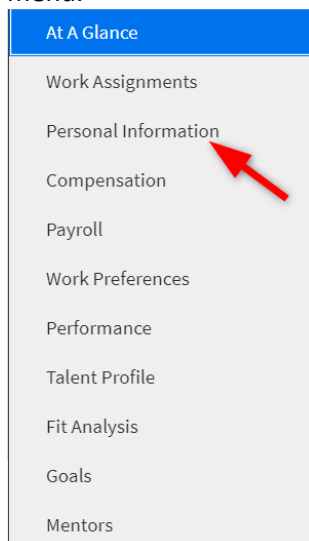
- 1) Click the grid in the upper left corner.
- 2) Click on the Infor Global HR icon.

To Change Your Name in Global HR, complete the following steps:

- 1) On the left side menu click "My Profile"



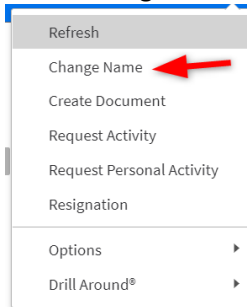
- 2) When you get to your Profile screen click the "Personal Information" button on the left side menu.



3) In the upper right corner of the screen click the 3 dots.




4) Click "Change Name" on the dropdown menu that appears.



Fill out the form.

Request To Change Name For [REDACTED]

Effective Date *  1

Reason
RCPS NAME CHANGE Q Name Change

Enter The Changes

Title 2

Given Name(First) 3

Middle Name 4

Family Name(Last) 5

Suffix 6

Professional Designation 7

Preferred Given Name 8

Preferred Family Name 9

Marital Status 10

Former Given Name(First)

Former Middle Initial

Former Family Name(Last)

Attachment

Description 11

Attach Supporting Document 12

Comment 13

14

- 1) Enter the date you would like the name change to take effect.
- 2) Optional
- 3) Update your new first name if it changed.
- 4) Update your new middle name if it changed.
- 5) Update your new last name if it changed.
- 6) Optional
- 7) Optional
- 8) Enter the name you prefer to go by. For example, if your name is Robert and you prefer to go by Bob.
- 9) This should be your last name.
- 10) Enter your marital status.
- 11) Name your attachment. For example, "Photo of SS Card"
- 12) Attach a scan or phot of your SS Card that shows your legal name after changed.
- 13) Enter a comment if you need.
- 14) Click Submit.