

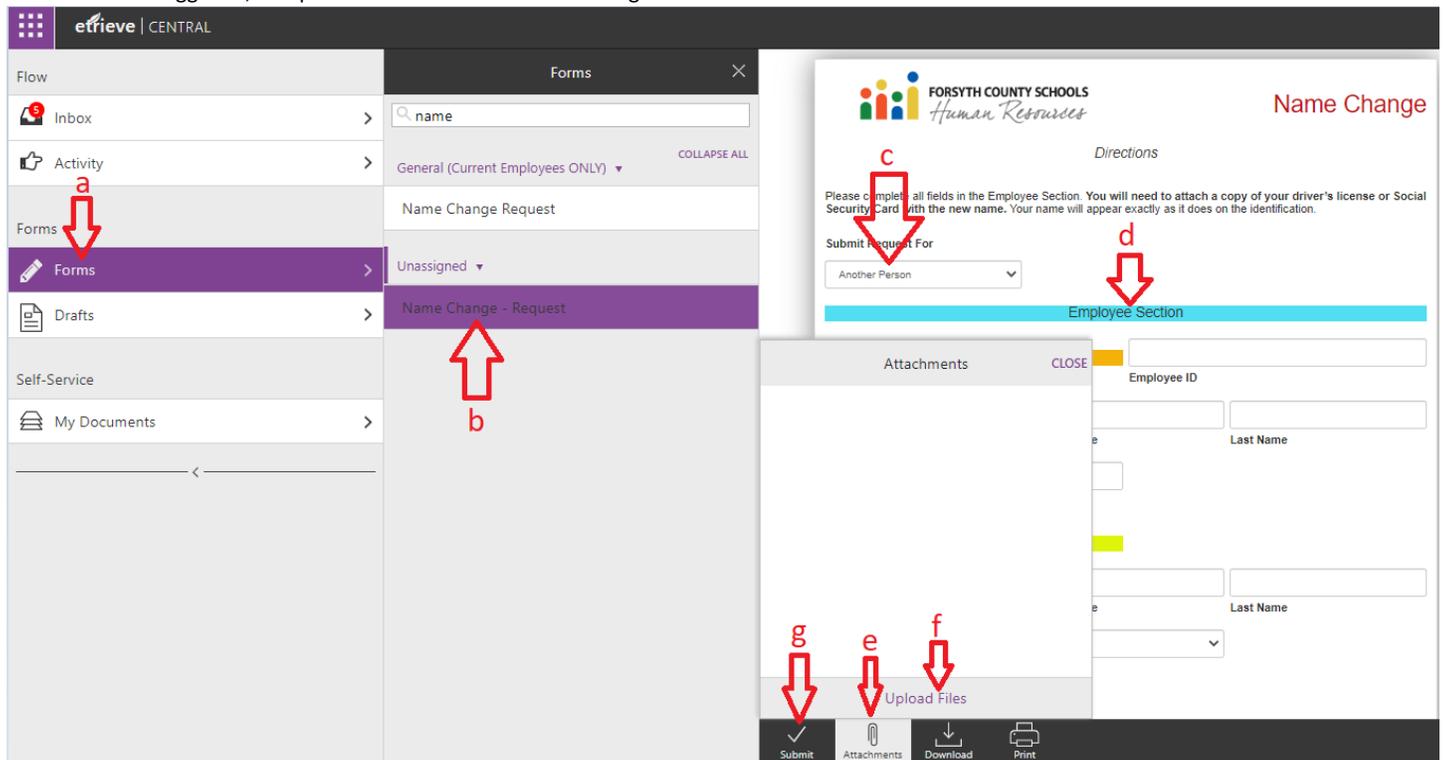
NAME CHANGE REQUEST

The following steps will assist you in submitting your name change request through Etrieve Central. Should you have any issues or need assistance, please contact Human Resources.

1. Go to the Etrieve Central website: <https://etcentral.forsythk12.org>
2. Login using your district username and password.



3. Once logged in, complete and submit the "Name Change" form.



- a. On the left side, select "Forms", which will open the "Forms" list to the right.
- b. Select "Name Change - Request", which will open the "Name Change" form to the right of the "Forms" list.
- c. For "Submit Request For", indicate if you are submitting this request for yourself or another person (i.e. "My Self" or "Another Person").
- d. Complete the "Employee Section"
- e. You must provide a copy of a government issued photo ID or Social Security card with your new name. Click "Attachments"
- f. Click "Upload Files" and select the document to upload
- g. Click "Submit" to send your request.

4. The person for whom the request is for will receive an email confirmation, with instructions, once your request has been processed.