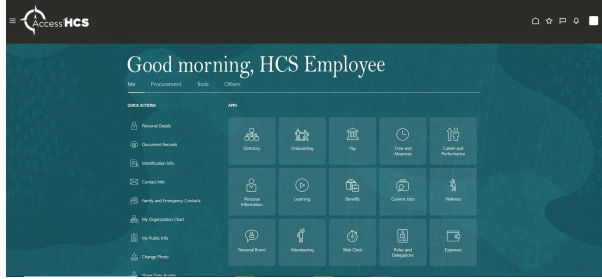




How Do I Request a Name Change?

1. Navigate to “Me tab” – top left corner of page 2. Under Quick Actions, select “Personal Details”	 The screenshot shows the AccessHCS dashboard. At the top, it says "Good morning, HCS Employee". Below this, there's a "QUICK ACTIONS" section with a list of links on the left and a grid of icons on the right. The "Me" tab is selected in the top left corner of the dashboard.
3. Select the pencil icon under “Name”, to request a name change 4. Upload a copy of your updated social security card, reflecting the new name. This is required for HR to process the name change. 5. After the details are complete, select “Save”. This will be routed to HR for approval.	