



Completed Forms can be Sent To:
 CENTRAL SERVICES BUILDING
 Security Administration
 Room 10
 Fax: 414-47(5-8015)

Highlighted areas must be filled in

MPS Login Name Change Request Form
 (For Legal Name Changes Only)

All employees who have a legal name change **MUST** contact Human Resources **FIRST** to complete a **Name Change Form**. **No login changes will be made until Human Resources has been contacted!**

Previous Name Information

Last Name: _____ First Name: _____ MI: _____ (required)
 Employee ID#: _____ Site #: _____ Daytime Phone #: _____

Current Legal Name:

Last Name: _____ First Name: _____ MI: _____ (Required)

Current MPS Logins:	Login Used (Please Print/Type)	(For Office Use Only)	(For Office Use Only)
		New Login Name	Initials/Date Processed
Internet/Portal/eMail			
eSIS			

Do you presently use eSIS Gradebook? Yes No

*(if you use the eSIS Gradebook, Your eSIS login will **not** be changed until after year-end transition has taken place in **Mid-July**. Changes to your eSIS user login will require **all** grade book settings to be recreated.)*

Other MPS Applications Currently Accessed:

Do you currently use?	Please Print/Type the Login you use	(For office use only) New Login Name	(For Office Use only) Initials/Date Processed
<input type="checkbox"/> CASH			
<input type="checkbox"/> IFAS			
<input type="checkbox"/> IPAY			
<input type="checkbox"/> SSIMS			
<input type="checkbox"/> OTHER- LIST Below			

Applicant Signature _____ Date _____

When the changes have been made, you will receive email notification.