Introduction

When new staff or students are provided with a University account their email address reflects the name originally submitted to the University. If there is a change of name, or staff/students wish to use a more 'friendly name' (and email address) please follow the instructions outlined below.

Please note: changes cannot be made to your family name. Any change to your e-mail address is at the discretion of the University.

Procedure

Student

Current student or anyone who has previously been a student:

Name change processed by: Ask Adelaide
How to change: Complete the following form and attend in person to Hub Central with photo ID
More information: http://www.adelaide.edu.au/student/ or 831 35208

Staff

Staff members are able to update their preferred name themselves via Staff Services Online. Staff members will need to log in, open the ‘Personal Info’ tab, then select ‘Name Change’.

How to change: https://sso.adelaide.edu.au
More information: http://www.adelaide.edu.au/hr/ or 831 31111

Visitor Access

Visitor or externally paid with no previous student role:

Name change processed by: Technology Services Service Desk
How to change: Contact the Service Desk
More information: servicedesk@adelaide.edu.au or 831 30000

Contact Us

For further support or questions, please contact the Service Desk on +61 8 8313 3000 or servicedesk@adelaide.edu.au