



Preferred Name Change

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 by emailing the HR Service Centre.

How to change: Email: hrrservicecentre@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

