

Net ID Change Request

NetID changes require an appointment with ID Office staff (in person or by phone). Once your request has been received, the ID Office will contact you to acquire any additional information needed and to set up an appointment time to process the change. There is a \$10 Fee to change your NetID. The fee will be waived if the request is due to a legal name change.

Please indicate your status:

Student Faculty/Staff Retiree/Surviving Spouse Other (Explain) _____

Full Name _____ Phone Number _____

MSU ID Number (APID or ZPID) _____ OR last four digits of your Social Security # _____

Department Name (if applicable) _____

My current NetID is _____

I would like it changed to:

1st choice _____ 2nd choice _____ 3rd choice _____

- NetIDs are limited to 2-8 alphanumeric characters and must begin with an alphabetic character.
- MSU Information Technology reserves the right to reject any NetID request that it deems inappropriate.

Changing your NetID will result in loss of access to some systems, such as EBS, Payroll, D2L, etc., for up to 5 business days. As such, you may wish to wait until the end of a semester to change your NetID.

Processing for old NetID (please choose ONE of the following):

I would like my old NetID to automatically forward email to my new NetID.

I would like my old NetID to be deleted once this change is complete. (*Please allow 5-7 business days following the change for processing the deletion; you may still receive forwarded messages until the deletion is complete*)

Payment:

Cash or Check

Mail or deliver this form with payment to the ID Office. Cash processing must be done in person.

MSU Departmental Account Number _____

Mail, fax or deliver this form to the ID Office

None required for current faculty, staff or students with legal name change

Mail, fax or deliver this form and proof of legal name change (driver's license, court document, etc.) to the ID Office.

ID Office
International Center
427 N. Shaw Lane, Room 170
East Lansing, MI 48824

Monday - Friday 8 a.m. - 4:45 p.m.
idoffice@msu.edu
Phone.....(517) 355-4500
Fax.....(517) 353-2006