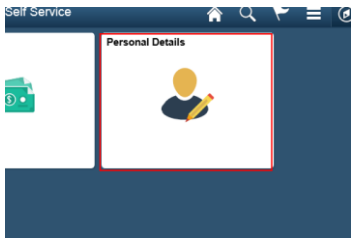
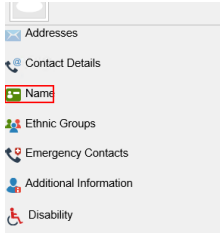
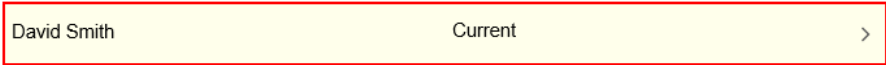
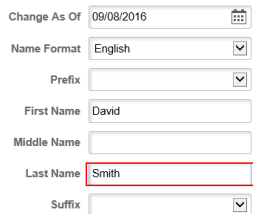
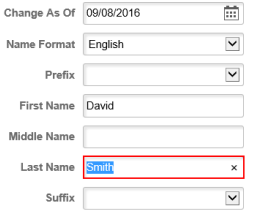
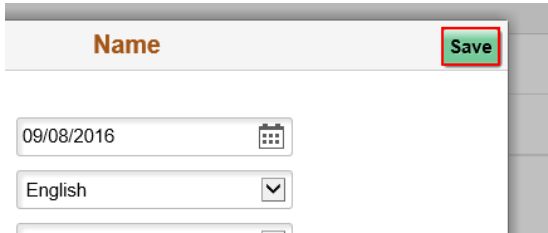




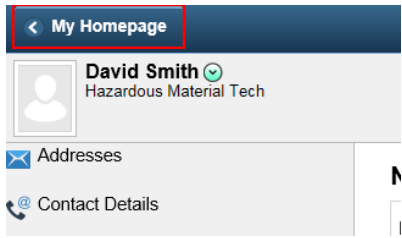
Requesting a Name Change

Step	Action
1.	<p>Click the Personal Details tile.</p> 
2.	<p>The Personal Details page displays. You can use this page to view and/or change your personal information.</p> <p>For this example, you will request that your name as stored in the system be changed from David Smith to David Smyth.</p>
3.	<p>Click the Name link.</p> 
4.	<p>Notice the right side panel now displays the Name grid. This grid lists your name as it is currently stored in the system.</p> <p>To edit your name information, you can click anywhere on the row displaying your name.</p> <p>In this example, you will correct the spelling of your last name. Your last name is spelled Smyth not as currently listed, Smith.</p>
5.	<p>Click the Current link.</p> <p>Name</p> 



Step	Action
6.	<p>The Name dialog page displays. You can use the fields on this page to edit your name information.</p> <p>The Changes As Of field defaults to the current date. Use this field to enter or select the date on which the change will be effective. This date can be a past or a future date. For this example, you will accept the default value.</p> <p>Accept the default value in the Name Format field of English.</p>
7.	<p>Click in the Last Name field.</p> 
8.	<p>Enter the desired information into the Last Name field. Enter a valid value e.g. "Smyth".</p> 
9.	<p>Click the Save button.</p> 
10.	<p>Notice the Name grid in the right panel on the Personal Details page now displays two rows.</p> <p>The first row lists your current name as it is stored in the system.</p> <p>The second row lists the change you have requested. This row indicates that this new name is as of the current date, 9/8/2016 and that your request has been submitted for approval by Human Resources.</p> <p>Human Resources must process your request before the change you have requested will display as your current name.</p>



Step	Action
11.	<p>Click the My Homepage button.</p>  <p>The screenshot shows a user interface with a blue button labeled '< My Homepage' highlighted by a red rectangle. Below the button is a user profile for 'David Smith' with a green checkmark and the title 'Hazardous Material Tech'. Under the profile are two sections: 'Addresses' with an envelope icon and 'Contact Details' with a phone icon.</p>
12.	<p>End of Procedure.</p>