STEP-BY-STEP GUIDELINES ON SUBMITTING A NAME CHANGE

Below are steps to submit a name change request remotely. If you have any challenges submitting your request, please email the Human Capital Employee Services Department at ContactInfomationUpdates@saisd.net.

Step 1: Access the SAISD webpage at www.saisd.net and scroll down to important links, and click on Employee.
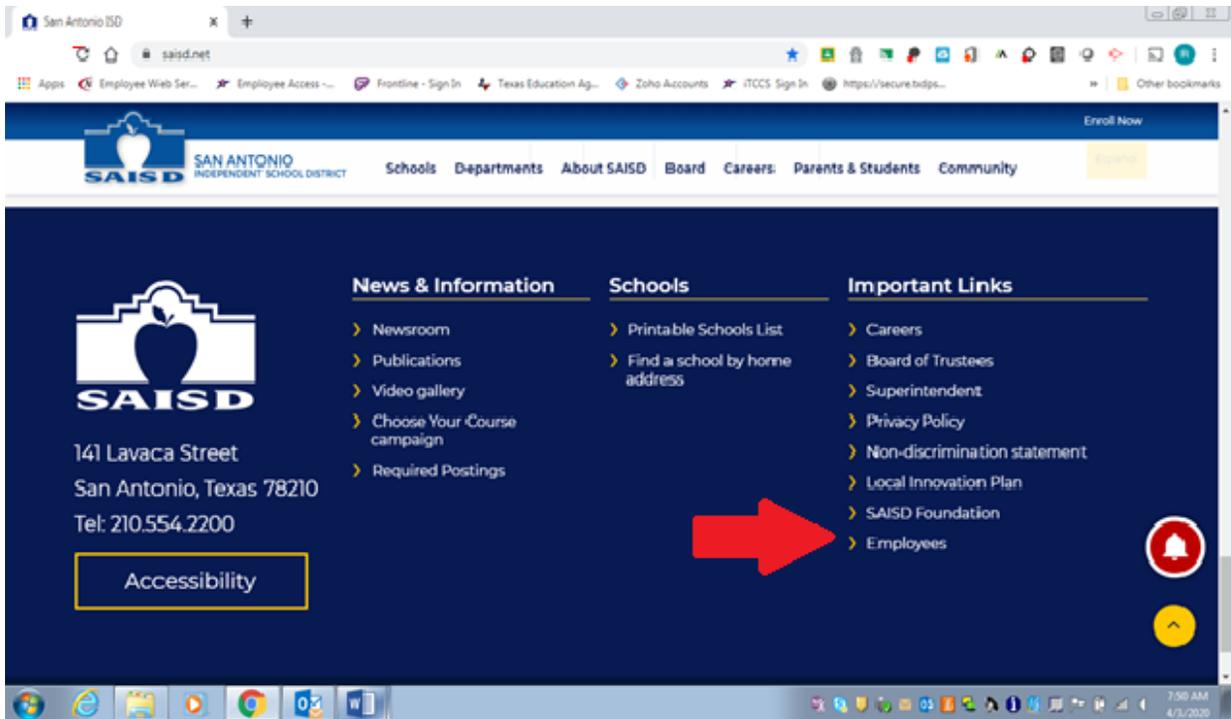
Step 2: The Employee Portal page will be displayed, use this to access the Office 365 Apps. Click on Outlook.
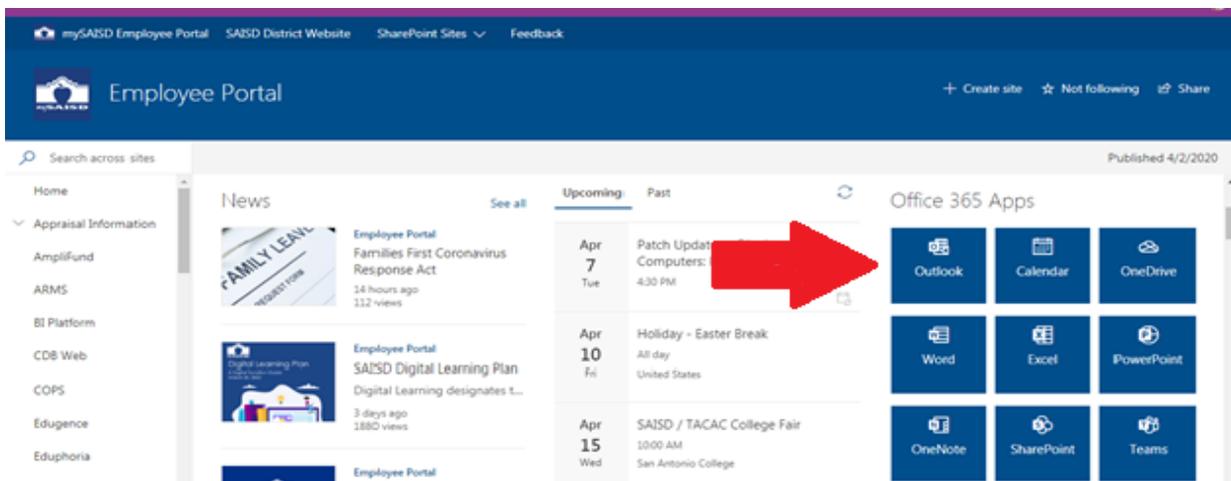
Step 3: After clicking on "Outlook" from your Office 365 apps, it will take you to your SAISD email. Please select a new message.
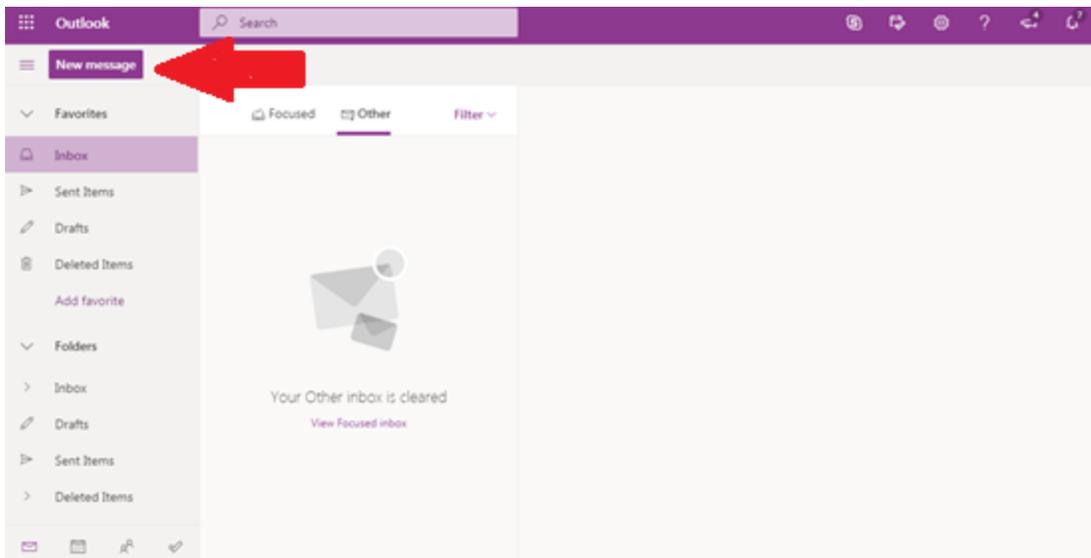
Step 4: Your new message will appear, at the top right side of your new message click on "Encrypt" option. After you click on "Encrypt" a lock icon and the following message will appear: *This message is encrypted: Recipients can't remove encryption.*
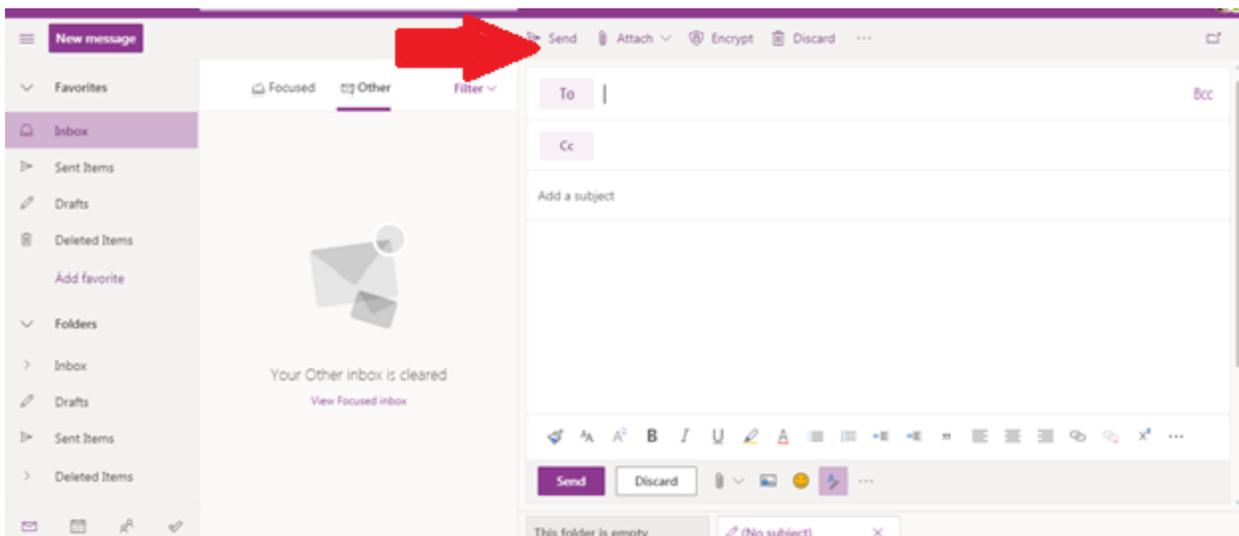
Step 5: Once "Encrypt" is enabled it is safe to email the **New Driver's License** and **Social Security Card** along with the table of information below to Human Capital Employee Services at ContactInfomationUpdates@saisd.net. In the body of the email, *cut, paste and complete* this table of information so we can process efficiently.

Employee ID:	Position:
Campus/Location:	Department:
Previous Full Legal Name:	New Full Legal Name:

Step 6: Once received and processed a confirmation email and further information will be sent.

*Please note name changes are processed after the 15th of each month.