cna

What to Expect when Making
an Employee Name Change

The following document details what you can expect after requesting a first or legal name change.

How long before I can see my first or legal name change implemented?

Allow at least two (2) business days for your name change to take effect.

What will happen to my CNA login?

For systems that require your CNA email address for login, your login will change to your new CNA email address that reflects your first or legal name change.

What will happen to emails sent to my previous CNA email address?

Your previous CNA email address will be active for a three-month period. Emails sent to your previous CNA email address will now arrive in your new CNA inbox. You are responsible for reaching out to anyone who is using your previous CNA email address and informing them of your new email address.

When I join a MS Teams meeting, will it show the first or legal name change?

Once the first or legal name change request has been processed, virtual meetings will show your name change.

What will happen to my PeopleSoft login ID?

Your PeopleSoft login ID will reflect the first or legal name change. The format will be the same as your previous PeopleSoft login ID.

I requested a legal name change, where will this show?

Legal name changes will show in all CNA systems, with the possible exceptions of some external software systems (i.e., LinkedIn Learning).

I requested a first name change, where will this show?

First name changes will show in the following systems:
- CNA Email Account
- MS Teams
- D2L
- Library Systems

- Photo ID Systems
- PeopleSoft- Human Resources (where permissible by law)

The list may be updated to accommodate other systems where technologically and operationally feasible and permissible by law.

I requested a first name change; will I still have to provide anyone at CNA my legal name?

You may still need to provide staff (e.g., Information Technology (IT)) with your legal name. As not all systems can support a first name change, this will enable those who assist you to locate your information. For example, if you request assistance with PeopleSoft-Finance, the support staff using the finance system will be only able to search by your legal name.

Please ensure you request renewed access to email lists, MS Teams sites, etc., following a name change, as necessary.

If you have any other questions or concerns, please see Employee Name Change Policy and Procedure, available under Policies & Procedures in the CNA Employee Portal (VIP), for further clarifications.