Policy Title

Alternative NetID

Policy Information

Date Issued: July 2012
Approved by: CIO
Last Revision: July 2012

Reason for Policy

This policy is intended to address the case where UNO faculty, staff or students require an alternative NetID to reflect an alternative name or identity they are recognized as professionally.

Entities Affected By This Policy

Members of the University community who require an alternative NetID to reflect their professional name or alternative name.

Who Should Read This Policy

Members of the University community.

Website Address For This Policy

http://www.unomaha.edu/policies

Policy Overview

The University automatically generates NetIDs that reflect the personal and professional names of individuals employed at UNO. Individuals may request an alternative NetID if their current NetID is inconsistent with their professional name. Conditions allowing a NetID to be changed include:

1) They use their middle name as a last name;
2) They use their middle and last names (with or without hyphenation) as a last name;
3) They use their middle name as first name;
4) They use their spouse’s last name professionally but retain their maiden name legally, or vice versa;
5) They have changed their legal and professional name (e.g., marriage, divorce). Contact HR and Registrar to make legal name change in the SAP and mavlink. HR
requires a social security card with the new name. Registrar requires social security card or driver's license with new name;

6) Their legal name contains characters not found in the English language; or
7) Their legal name is extraordinarily long and/or deemed cumbersome.

One or more of the above conditions may apply. Other conditions may also apply.

If a new employee suspects their legal name will not produce the correct NetID based on the above conditions the new employee should let the hiring department know prior to completion of the Personal Data Form (PDF) which is sent on to HR. HR will notify Information Services so that the requested NetID can be set up prior to the new employee start date.

The University requires approval by the individual’s chair, dean or department supervisor for this change.

Alternative NetIDs should adhere as closely as possible to the naming convention currently used by the University (i.e., the first letter of first name followed by last name). A person whose legal name is “Pat Brown Smith,” for example, could have a NetID as follows, depending on his/her professional name:

1) Professional name is Pat Brown, NetID = pbrown
2) Professional name is Pat Smith, NetID = psmith
3) Professional name is Pat Smith Brown, NetID = psmithbrown
4) Professional name is Pat Smith-Brown, NetID = psmith-brown:

Note: The use of special characters, e.g. hyphens, as part of a NetID is not considered best practice. While there are currently no known problems, in the future there could be some computer systems that will not work.

Occasionally the preferred NetID will already be in use. In such cases the conventions used by the University in determining NetIDs will be followed while respecting the professional name as the primary name.

In consideration of efficiency and accuracy, employees should only request an alternative NetID when their current NetID meets one of the aforementioned conditions.
Here is what you should expect when you request a change to your NetID:

- Changes to your NetID may take up to five business days to complete.
- You will receive an email to the alternate email address you provide once your NetID has been changed.
- You will not need to change your password.
- Your email account will continue to function while this change is being made. All existing email will remain available to you before and after your NetID changes.
- You may be unable to access Blackboard for up to twenty-four hours. Until you receive the notification that your account has been renamed, you can access Blackboard with your existing NetID. When you use your new NetID to access Blackboard, please update your email address.
- Your email address as shown in mavlink, firefly, and the University Address Book will update the day after you receive notification that your NetID has changed.