

SOUTHWESTERN COMMUNITY COLLEGE	INFORMATION TECHNOLOGY COLLEGE IT ACCOUNT USERNAMES	Procedure 8.08.02
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I. PROCEDURE STATEMENT

Southwestern Community College ("College") has several information systems which use Single Sign-On (SSO) with user account credentials. Some system users request a name change for various reasons (marriage, etc) and it has become challenging to change the username for all these systems without having issues with SSO. To eliminate these issues, the College will no longer change usernames for user accounts. The user will have the same username throughout their time at Southwestern Community College.

II. PROCEDURES

The following are steps the Information Technology Division ("IT") will take regarding name changes for Faculty, Staff and Students:

- A. The user will continue to login to SSO with the user's original username.
- B. IT will be notified from the Human Resources ("HR") department or from Student Services a name change has been submitted and entered into the Colleague system.
- C. IT will make the following modifications to the user's account:
 - The user's name (First, Middle, Last) will be updated in all systems (Active Directory, Google Workspace, Learning Management System (LMS), mySCC, and Watermark).
 - An email alias will be created with the new name and the previous email address will be routed to the new email address.
 - The student or employee, along with HR, will be notified of their new email address.

Adopted: September 2025

Revised: N/A