



DONNELLY COLLEGE

Request for Name Change or Correction

Submit this form and supporting documentation to the Registrar's office in room 211A.

- Your name cannot be changed without a written request from you. No second-party notification of a legal name change will be accepted.
- Proof of former and new legal name must be submitted using one or more of the following pieces of identification: state driver's license or ID card, legal court document, passport, marriage license, or social security card. **IMPORTANT:** If the documentation does not match the name requested, the change will not be processed.
- If a legal name change occurs during a term, the student is responsible for notifying instructors of the new legal name after submitting this form.
- To appear on the diploma, legal name changes must be submitted by the last day of the degree-expected term. Name changes submitted after that date must be accompanied by a Duplicate Degree Request form, the Duplicate Degree fee applies.

Current Legal name on record with the Registrar's office (print clearly):

Last

First

Middle

New Legal Name to be filed with the Registrar's office (print clearly):

Last

First

Middle

Consent to remove previous account

I consent to change my email account to a new account with the name correction/change. This new email account will not carry over from my previous account. I am responsible for backing up any data stored in that previous email account prior to my name change. Upon processing the name change, the previous account and everything stored within it will be deleted.

Initial Here

Student Signature

Date Requested

Student ID

Office Use Only:

Processed by: _____

Date completed: _____



DONNELLY COLLEGE

How to Back-up your google email

1. Log into MyDonnelly and open your email account
2. Open the settings
3. Click on Accounts in the Settings module
4. Under “Change Account Settings” click on the link for “Google Account Settings” to redirect you to the advanced settings.

Settings

General Labels Inbox **Accounts** Filters Forwarding and POP/IMAP Chat Themes

Change account settings:

Google Account settings

Change your password and security options, and access other Google services.

5. Go to Account Tools > Download Data.

Account tools

Dashboard	View account data
Download data	Select account data to download
Account history	Manage account history and related settings
Accessibility	Select accessibility options
Input Tools	Select Input Tools

6. Make sure all products are checked with a green mark and click next at the bottom.

Select data to include

Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. [Learn more](#)

Product	Details	Select none
Bookmarks		<input checked="" type="checkbox"/>
Calendar	All calendars	<input checked="" type="checkbox"/>
Contacts	vCard format	<input checked="" type="checkbox"/>
Drive	All files PDF and 3 other formats	<input checked="" type="checkbox"/>
Google Play Books	All books HTML format	<input checked="" type="checkbox"/>
Hangouts		<input checked="" type="checkbox"/>
Mail	All mail	<input checked="" type="checkbox"/>
Maps (your places)		<input checked="" type="checkbox"/>
Tasks		<input checked="" type="checkbox"/>

Next



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How to Back-up your google email (cont.)

- Click Create Archive and wait for the process to complete. Do not choose save to drive as the delivery method because the drive will also be deleted when the name change completes.

Customize download format

Choose your archive's file type and whether you want to download it or save it to Drive.

File type

.zip

Zip files can be opened on almost any computer. Archives larger than 2GB will be split into multiple .zip files.

Delivery method

Send download link via email

After we finish creating your archive, we'll email a link so you can download it to your personal device. You will have one week to retrieve your archive.

Create archive

- Wait for the file to finishing processing. This can take a while depending on how much data is being backed up. When it's completed a download button will appear under Details. Click that download button.

Almost there...

We're preparing your archive.

It may take some time before it is ready to download. Don't worry, we'll email you when it's ready.

Archive	Created on	Available until	Details
9 products 3.9 MB	March 27, 2015	April 3, 2015	Download

An archive of 9 products is currently being prepared. Please note that mail archives may take a long time (hours or possibly days) to create.

Almost there...

We're preparing your archive.

It may take some time before it is ready to download. Don't worry, we'll email you when it's ready.

Archive	Created on	Available until	Details
9 products 3.9 MB	March 27, 2015	April 3, 2015	Download

Create another archive

Manage archives

- You will know see a list of any backups you have created. Find the most recent one and click on Download to choose where to save the file. The backup will no longer be available for backup after the date shown in the "Available until" column.

Archive	Created on	Available until	Details
9 products 3.9 MB	March 27, 2015	April 3, 2015	Download

CREATE NEW ARCHIVE VIEW HISTORY DONE