**CORRECTING NAMES AND TITLES IN VARIOUS APPLICATIONS:**

1. Employee should contact HR and request a name change. They will need to provide supporting documention.
2. The employee can log onto AccessVU at <http://www.vanderbilt.edu/accessvu/existing/> and click on Enter PII.



1. This will change the name connected to the VUNetID.
2. The employee then contacts their security manager to request a change in name/role be submitted on the Identity Operations (SAMS) Online Submission Form. This will change the name in Amanita, StarPanel, HEO/Wiz, HED and Medipac.
3. One additional change may be required in StarPanel
	1. See How to Correct Role Display under the StarPanel tab in the On Call Manual.