

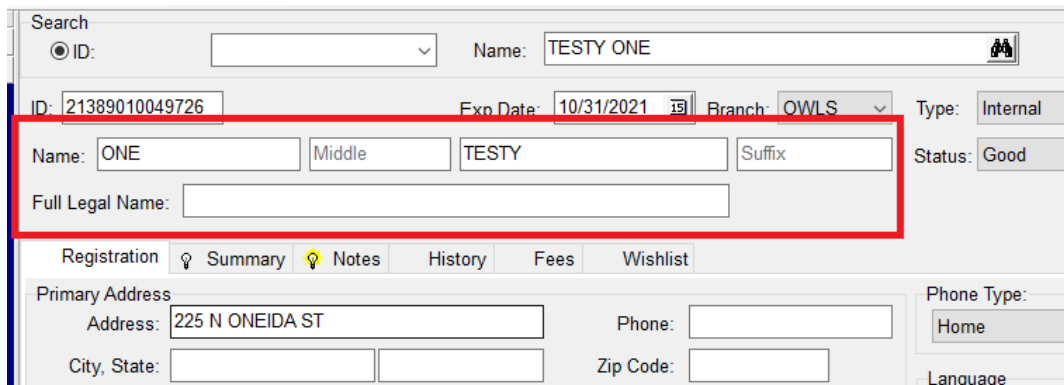
## Name Changes

### Changing a Name

Staff can change or edit a patron's name in their account due to marriage, divorce, or legal purposes. Please verify that there isn't a duplicate in the database.

#### Changing a Name in CALR-X

1. Open up the patron's account by either scanning their barcode or searching for their name/birthdate.
2. Once open, locate the Name field near the top portion of the screen.

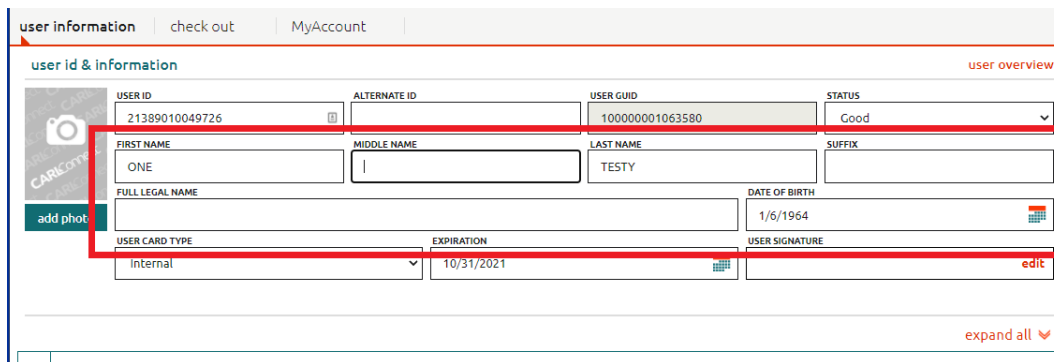


The screenshot shows the CALR-X patron account page. At the top, there is a search bar with 'ID' selected and 'Name: TESTY ONE' entered. Below the search bar, the patron's ID is 21389010049726, Expiration Date is 10/31/2021, Branch is OWLS, and Type is Internal. The name fields are highlighted with a red box: First Name (ONE), Middle (TESTY), and Suffix. Below these is the Full Legal Name field. The Status is Good. There are tabs for Registration, Summary, Notes, History, Fees, and Wishlist. The Primary Address section shows 225 N ONEIDA ST, and the Phone Type is Home.

3. Make any necessary changes to the First, Middle, Last, and Suffix fields. This can be a nickname if the patron prefers. Please enter in the patron's legal name into the Full Legal Name field.
4. Once done, click on Save near the bottom right corner of the screen.

#### Changing a Name in Connect

1. Open up the patron's account by either scanning their barcode or searching for their name/birthdate.
2. Once open, locate the Name field near the top portion of the screen. Under "user id & information."



The screenshot shows the Connect patron account page. At the top, there are tabs for user information, check out, and MyAccount. Below the tabs, there is a section for 'user id & information' with a 'user overview' link. The name fields are highlighted with a red box: USER ID (21389010049726), ALTERNATE ID, USER GUID (100000001063580), STATUS (Good), FIRST NAME (ONE), MIDDLE NAME (I), LAST NAME (TESTY), and SUFFIX. Below these is the FULL LEGAL NAME field and the DATE OF BIRTH (1/6/1964). There is also a section for USER CARD TYPE (Internal) and EXPIRATION (10/31/2021). The USER SIGNATURE field is empty. There is an 'edit' button next to the signature field. At the bottom right, there is an 'expand all' link.

## **Name Changes**

3. Make any necessary changes to the First, Middle, Last, and Suffix fields. This can be a nickname if the patron prefers. Please enter in the patron's legal name into the Full Legal Name field.
4. Once done, click on Save Information near the bottom right corner of the screen.