



## Changing a Person's Name

### Description

Occasionally a person's name will change (i.e., marriage, divorce, adoption). When the name is actually changing (and not being corrected), the Identities tab can be used to change the name. When using this method, the old and new names are both linked to the person. Therefore, when searching for 'All People', entering either name will display the person's records. Further, records that exist for the original name will continue to be available for the new name.

1. In the Navigation Pane, expand **Census** and click on **People**. In the 'Search' field, type the current last name. Click on the person's name to choose him/her.
2. The full Census screen will display with all the tabs. Click on the Identities tab.

The screenshot shows the Infinite Campus interface. On the left, there is a search pane with 'All People' selected and 'smithjones' entered in the search field. Below the search field, there are three search results: 'smithjones, smithjones', 'smithjones, smithjones2', and 'smithjones, smithjones3'. The main area shows the 'smithjones, smithjones' record with tabs for 'District Assignments', 'School Choice', 'Credentials', 'Overrides', 'Demographics', 'Identities', 'Households', 'Relationships', 'Enrollments', and 'District Employment'. The 'Identities' tab is active, showing a table with columns: Identity, Current, Effective Date, Birth Date, and District. The table contains one row: 'smithjones, smithjones', 'X', '06/04/2008', and 'Alachua County Public Schools'. There is a 'New' button above the table.

3. Click on the **New** button.
4. Enter the new Last Name, First Name, and Gender.
5. The Effective Date will default to 'TODAY'. Change the date, if needed.
6. Click on the **Save** button.

The screenshot shows the 'Identities Editor' form. At the top, there are buttons for 'Save', 'Delete', and 'New'. A red arrow points to the 'Save' button. Below the buttons is a table with columns: Identity, Current, Effective Date, Birth Date, and District. The table contains one row: 'smithjones, smithjones', 'X', '05/04/2008', and 'Alachua County'. Below the table is the 'Identity Information' section with the following fields: Last Name (smithjones), First Name (smithjones), Middle Name (empty), Suffix (dropdown), Gender (Male), Birth Date (empty), Soc Sec Number (empty), Race/Ethnicity (dropdown), Birth Country (dropdown), Date Entered US (calendar), Birth Date Verification (dropdown), and Nickname (empty) with an Effective Date of 05/23/2008.

7. The Identities Editor screen will display both identities with the most recent one marked 'Current'.

Identities Editor			
Identity	Current	Effective Date	Birth
jonessmith, smithjones	X	06/23/2008	
smithjones, smithjones		06/04/2008	

8. After you refresh the screen, the new name will display. You can refresh the screen by clicking on the Demographics tab to see the new name display.
9. When searching under 'All People', the person will display regardless of which name you use.

The screenshot shows a search interface with the following elements:

- Navigation tabs: **Index**, **Search**, **Help**
- Search for a: dropdown menu set to **All People**
- Search input field containing **smithjones**
- Go** button
- [Advanced Search >>](#)
- Search Results: 3
- Results list:
  - [jonessmith, smithjones](#)
  - [smithjones, smithjones2](#)
  - [smithjones, smithjones3](#)

A red box highlights the search input and the first result, with a red arrow pointing from the box to the first result. The text inside the box reads: "Searching for the 'old' name, the new name will appear in the results list".