**Change of Name or Address Instructions**

**Name Change**

Any employee name changes must be communicated to WVU HR by sending them a copy of the front and back of your new social security card reflecting your new name and submitting the Change of Name Form.

*WVU HR Contact Info:*

*PO Box 6640
Morgantown, WV 26506
Phone: 304.293.5700
Fax: 304.293.7532*

Note the following when completing the Change of Name Form:

Employee Home EBO: HSC-VP

EBO Email Account: hscbusinessoffice@hsc.wvu.edu

Preparer Information: Your name and telephone #

Please mail a copy of the form and the front and back of your social security card to the HR address above, as well as to the HSTA Business Manager. **DO NOT** fax or email this info as it is against WVU Policy to send a social security number by fax or email.

**Address Change**

Any employee address changes must be processed through WVU HR. Please complete the following steps.

1. Log into MyAccess ([myaccess.wvu.edu](file:///C%3A%5CUsers%5Ckdye4%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CFVWF1MF6%5Cmyaccess.wvu.edu))

2.      Click on the MyHR tab

3.      Click on Personal Information

4.      Click on Update Home Address

5.      Select Enter a New Address and click Next

6.      Enter the new address and click Next

7.      Review the changes and click Submit

If you’re having trouble logging into MyAccess, please call Mary Cottrell (304/293-8294) or the Help Desk (304/293-4444).  Please e-mail the HSTA Budget Manager of this change as well, so it will be recorded in HSTA’s system.