Information	Where/How is the Change Made?
Name	Name changes are submitted by an employee's home department using the Name and SSN Change Form. Employees initiate this form and work with their Department to verify any changes needed. Employees must be able to validate name changes as agreeing with their Tax ID/SSN name. The name must be the name on the SSN card and the unit must send a copy of the SSN card with the form.
Social Security Number (SSN)	SSN changes are completed using the Name and SSN Change Form located in NESSIE under the Personal Information tab. Employees initiate this form and work with their department to verify any changes needed. The form is then submitted to the Campus Human Resource Office for employees or the Campus Student Employment Office for students.
Date of Birth	Employees can correct their date of birth using the Employee Information Form (EIF) in NESSIE.
Net ID	Employees must contact the following numbers to change their NetID. • UIC: Contact ACCC at (312) 413-0003 • UIS: Contact Technical Support at (217) 206-7357 or (877) 847-0443 • UIUC: Contact CITES at (217) 244-7000
UIN	Employees must contact their campus **ID Center** to change their UIN. • UIC: Student Services Building location (312) 413-5949 Student Center West location (312) 413-5944 • UIS: Public Affairs Center (217) 206-7718 • UIUC: Illini Union Bookstore (217) 244-0135
Address	Employees can update their address using the EIF in NESSIE.
Marital Status	Employees can update their marital status using the EIF in NESSIE.
Disability Status	Employees can update their disability status using the EIF in NESSIE.
Veteran Status	Employees can update their veteran status using the EIF in NESSIE.
Citizenship	Employees can change their citizenship by contacting their campus International Services office.
Race/Ethnicity	Employees can correct their race/ethnicity using the EIF in NESSIE.
Driver's License Number	Employees can update their Driver's License Number using the EIF in NESSIE.
Licenses/Certifications	Employees can update their licenses/certifications using the EIF in NESSIE.
Publications	Employees can update their publications using the EIF in NESSIE.
Work History	Employees can update their work history using the EIF in NESSIE.
Emergency Contact Information	Employees can update their emergency contact information using the EIF in NESSIE.
Access the Employee Information Form (EIF) and the Name and SSN Change Form in NESSIE at https://nessie.uihr.uillinois.edu/cf/info/.	