

THIS AIM USER GUIDE  
EXPLAINS THE PROCESS FOR  
ADDING A LEGAL NAME  
CHANGE FOR A STUDENT  
WITHIN INFINITE CAMPUS.

# Student Name Changes

## AIM User Guide

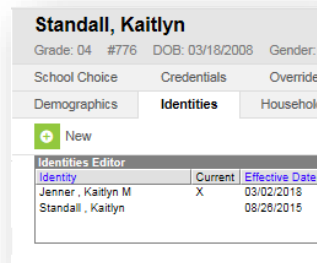
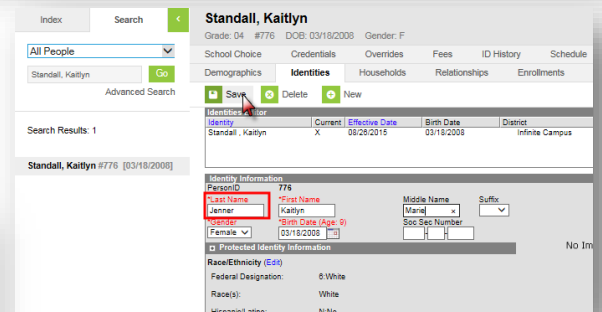
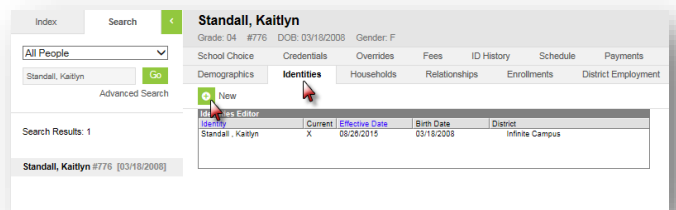
This AIM User Guide explains the process for adding a legal name change to a student within Infinite Campus. **It is important to create a new identity for the student instead of deleting or altering any previous personal student data.**

# Creating a New Identity for Legal Name Changes:

**Scenario:** Student has a legal name change, or district realizes student was not enrolled with legal name.

**Fix:** Create a new identity record for the student with new name. This allows there to be a history of the name change in the system and searching using either the old or new name will bring up the same student.

1. Click the **Search** Tab.
2. Select **All People** from the search criteria box.
3. Enter the student's last name, then click **Go**.
4. Click the **Identities** Tab.
5. Click **New**.
6. Enter the student's new name information.
7. Click **Save**.
8. Refresh your search results by clicking **Go** under the **Search** tab again for the name to change under Search Results or at the top of the screen.



For further assistance, contact the OPI AIM Helpdesk at 1-877-424-6681 or

[Submit an AIM Help Desk Ticket](#)