

Change Your Name in Your Profile

This document will guide you through the steps needed to change your name on your DECAL Scholars profile.

- 1** You may need to make changes to your name for various reasons, such as a change in marital status. Changing your name in the DECAL Scholars system is relatively easy.
- 2** First, obtain a new copy of your social security card reflecting your name change. You must do so through the Social Security Administration office. More information can be [found here](#). Please contact the Social Security Administration office directly with any questions during this step at [800-772-1213](tel:800-772-1213).
- 3** Once you have obtained a new copy of your social security card reflecting your name change, please email a copy to support@decalscholars.com. A DECAL Scholars team member will update your name in the DECAL Scholars system.