



## SYSTEM NAME CHANGE FORM

Dear USERNAME,

Please read the following excerpt from the System Name Ordinance in the Villoux Bill of Ordinances before submitting this form: "User's system names will be the username of the account that the most often use in the department that they are registered under in the system census." If your request violates this ordinance, please do not proceed with this form. If you meet these requirements, please email the Villoux Chief of Staff, Dr. Baskerville at [drbaskerville@villoux.com](mailto:drbaskerville@villoux.com) with an explanation of your request. Your request will then be reviewed by the Chief of Staff and answered accordingly. You are **NOT** permitted to begin using your new name until you have consent from the Chief of Staff.

This Document was Last Updated:

July 30, 2018