

Process Name Change

1. Log into A360 at <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home>
2. Click **Employee Self Service**



3. Click the **Home** tab



4. In the **Welcome** Widget, click **Process Name Change**



5. Enter the **Name Change Reason** and provide the new name. **You will need to bring your official paperwork (new Social Security Card) to Human Resources to complete the processing of this change.** Select **Submit** to submit your name change request and return to the Welcome page. Select **Cancel** to exit without saving your changes.

A screenshot of a "Process Name Change" form. The form has a title bar that says "Process Name Change" and a close button. Below the title bar, there is a warning message: "Enter information for your name change in the fields below. Do not attach your documentation. You must bring your Social Security Card to Human Resources for verification. Your name will not be changed until HR views the required documentation." The form contains several input fields: "Name Change Reason" (with a dropdown arrow), "New Prefix" (with a dropdown arrow), "New First Name" (with a red asterisk), "New Middle Name" (with a red asterisk), "New Last Name" (with a red asterisk), and "New Suffix" (with a dropdown arrow). At the bottom of the form, there is an "Add Attachment" field with a "Browse..." button. Below the form are two buttons: "Submit" and "Cancel".