

Carmel Central School District

P.O. Box 296 – 81 South Street
Patterson, NY 12563

CHANGE OF NAME / ADDRESS FORM

Date _____

SOCIAL SECURITY No.# _____ **BLDG:** _____

Name: _____ **Unit:** _____

New Address: _____

Telephone No: _____

Former Name: _____

Procedure for email address changed due to Name Change:

- **Your email address will automatically be changed when your login for computer changes.**
- **You should notify your contacts of your new email address. To do this:**
 1. **Send an email to all CCSD users by opening a new email, click on the To: button, click on All CCSD Staff, then click ok. Subject line to read change in email address.**
 2. **For personal contacts click on the BCC button, locate dropdown menu in top right corner and select Contacts. Then you must click the first email address and scroll to the last email in your list, hold the Shift key down and click on last email address. This should select all your contacts and there should have a blue background now. Next click the Bcc->, then click ok.**
 3. **Then type your message regarding your name and email change and click send.**

Office Use:

FM Dbase MLP SmartFind Tech Benefits Union NYSUT
 Payroll Accts. Payable eSchool/Home Access Packets