



**Name Changes in MyEdBC**

**Corrections to be Made to Names, Birth Dates, and Genders in MyED**

(shout out to Angela Pinette for the document)

"You realize there's a mistake or a correction to be made with a Legal Name, Birth Date or Legal Gender. What do you do?"

1. Do you have a copy of the most current, government issued, legal identification and does it support the change?
2. If yes, immediately change it in MyED. It is imperative for the District and the Ministry that the data in MyEd be kept correct and current. If no, changes cannot be made until you have that documentation. No further action required until you receive that documentation.
3. Email [pens.coordinator@gov.bc.ca](mailto:pens.coordinator@gov.bc.ca):
  - a. Scanned copy of most current, government issued, legal ID
  - b. On copy, write PEN # of student
  - c. On copy, draw arrows. Point out changes that need to be made. Make document easy to read and see the important information (first name, middle name, last name, DOB, gender). They see hundreds of these. Make it clear and easy for the ministry staff so they can complete the changes quicker.
  - d. Ministry will email you confirmation once it is complete. Might take a week. Be patient.
  - e. Once you receive the confirmation, print the report and double check the correction to make sure there are no errors.
4. Is it a Legal First Name or Legal Last Name change (with documentation)?
  - a. If yes, create an SD73 IT GLPI ticket – category “Student Name Change”.
  - b. If it is not a Legal First or Last Name change, no action required with IT.

\*If it is a Usual Name or Usual Gender change, make changes in MyED. No further action required.

\*If it is a Legal change that needs to happen for extenuating circumstances (eg. transgender student) but there is no supporting documentation, the School Principal must put in the SD73 IT GLPI ticket. Clerical staff may not put in the ticket.