

## Updating Your Name (Name Change)

If your name has changed since your USI has been validated you can update your name in your Training Desk profile by re-validating the USI. You will be unable to change your name in Training Desk without it first being changed on your USI profile. Please log into your USI profile and add the details for your new name. This will require you to upload new identify documents to verify the name change. (<https://www.usi.gov.au/>) .

Once you have confirmed your name has been changed on your USI profile then you can update your name in Training Desk using the steps below:

### Steps for Updating your Name

1. Log into Training Desk and ensure you are in your Student Profile
2. In the header menu, select "profile"
3. In the personal details section select "Edit Details"
4. Enter your new name details and select save changes

If your new details match the name on your USI profile the system will save the changes and your profile will be updated. If you get an error with a field, check your USI profile to ensure the changes have been made there first.

If you would like your certificates re-issued in your new name, please contact your Training Provider to request this change. Please ensure you have updated your name in your profile first.

If you require additional components added to your name which do not appear on your USI profile, you will need to provide some form of identification featuring those components when you request a name change.

### Incorrect Capital Letters in your Name

Training Desk has automatic logic built into the system to ensure that your name has the correct capital letters. In over 99% of cases this produces the desired results, however in some isolated cases, the system will incorrectly capitalise the incorrect letters. If this has occurred, please contact your Training Provider to request for your name to be updated in the system.

*This article was last updated on 27/09/2023*