**MASTER TASK TRACKER**

**Augsburg University Name Change**

(Accompanies Blog Posting: Week of July 4)

**Task Tracker:** This task-tracker worksheet will help academic and administrative departments, faculty, and staff to manage and track their work on Name Change-related tasks. The worksheet is pre-populated with some of the items that every department and/or individual must manage. The template also includes spaces for individuals to track the date tasks are completed and to track notes related to tasks. This worksheet does not include items that are unique to your department. Refer to the custom list your department chair received if you wish to add those items to this document.

|  |  |  |
| --- | --- | --- |
| **Date completed** | **Task** | **Notes** |
| ***Name Change Preparation Tasks*** | | |
|  | Block time on calendar between August 28 to September 1 to implement my department’s changes |  |
|  | Review Department Specific Name Change Checklist  *Received via email from Jodi Collen* |  |
|  | Add at least one Name Change Help Session to your calendar   * July 11, 2017 at 2 p.m.—OGC 100 * August 2, 2017 at 1 p.m.—OGC 100 * August 23, 2017 at 1 p.m.—OGC 100 |  |
| ***Department Name Change Tasks*** | | |
| Done | Department Website on [www.augsburg.edu](http://www.augsburg.edu) site | Do nothing. MarComm staff managing. |
| Done | Faculty Websites on .edu site | Do nothing. MarComm staff managing. |
|  | Department Engage Blogs | Update your Engage blog. If you operate a department or individual blog on [engage.augsburg.edu](http://engage.augsburg.edu/), you are responsible for ensuring that all references to “Augsburg College” are updated to “Augsburg University” (or “Augsburg”) between August 28 and September 5, 2017, unless otherwise approved. |
|  | Inside Augsburg Department Pages | Update your Inside Augsburg pages. If you operate an academic or administrative department, or individual page, on [inside.augsburg.edu](http://inside.augsburg.edu/), you are responsible for ensuring that all references to “Augsburg College” are updated to “Augsburg University” (or “Augsburg”) between August 28 and September 5, 2017, unless otherwise approved. The majority of [inside.augsburg.edu](http://inside.augsburg.edu/) areas are operated by administrative departments.  Examples of departments with pages on [inside.augsburg.edu](http://inside.augsburg.edu/) include:   * Center for Teaching and Learning [inside.augsburg.edu/ctl/](http://inside.augsburg.edu/ctl/) * Central Services [inside.augsburg.edu/centralservices/](http://inside.augsburg.edu/centralservices/) * Facilities [inside.augsburg.edu/facilities/](http://inside.augsburg.edu/facilities/) * Finance and Accounting [inside.augsburg.edu/finance/](http://inside.augsburg.edu/finance/) * Information Technology [inside.augsburg.edu/it/](http://inside.augsburg.edu/it/) * Sponsored Programs [inside.augsburg.edu/grants/](http://inside.augsburg.edu/grants/) * Student Affairs [inside.augsburg.edu/studentaffairs](http://inside.augsburg.edu/studentaffairs/) |
|  | Department Social Media | Update all official social media accounts between August 28 and September 5, unless otherwise approved or necessary.  Accounts to check include:   * [Facebook](https://www.facebook.com/help/271607792873806) * [Twitter](https://support.twitter.com/articles/14609) * [Instagram](https://help.instagram.com/583107688369069) * [SnapChat](https://support.snapchat.com/en-US/a/change-username) * [LinkedIn](https://www.linkedin.com/help/linkedin/answer/61172/changing-the-name-of-your-company-page-or-showcase-page?lang=en) * [YouTube](https://support.google.com/youtube/answer/2657964?co=GENIE.Platform%3DDesktop&hl=en-GB) * Other social media used for official Augsburg business   In addition to updating accounts, please contact your LFC—in accordance with the employee handbook—to share with the LFC the username, password, and email associated with the account(s). This is an important security measure for departments, faculty, and staff. More information is available in the [News and Media](http://www.augsburg.edu/news/social-media/) section of [augsburg.edu/news](http://augsburg.edu/news).  Some social media services make it easier to change an account name than others. |
|  | Letterhead, Envelopes, Notecards | New letterhead and envelopes will be available for pre-order later this summer. You can order as necessary at that time. If you need new notecards, coordinate with a designer in MarComm by using the [Project Request System](http://inside.augsburg.edu/marketing/). |
|  | External Vendors, Partners -- Invoices, Statements, Purchase Orders, etc. | Use the [downloadable documents](http://www.augsburg.edu/university/faq/campus-partners/) to notify existing vendors, partners or any contractual relationships that your department has and for which the institutional name must be changed. |
|  | Department Listings, References, Memberships, Registrations | Provide updated information to any associations or organizations to which your department belongs. If needed, use the Use the [downloadable documents](http://www.augsburg.edu/university/faq/campus-partners/) and edit as appropriate to notify organizations of the name change. |
|  | Internal Department “Printed” Policies and Procedures and Forms | Update as appropriate |
|  | Internal forms, surveys, Google Documents, departmental documents | Update as appropriate |
|  | Departmental Clothing, Uniforms | If you or your team have branded clothing, plan to get updated options available for use beginning September 1, especially if your department is customer-facing/public. |
| ***Individual Name Change Tasks*** | | |
|  | Faculty or Staff Individual Engage blogs | Update your Engage blog. If you operate a department or individual blog on [engage.augsburg.edu](http://engage.augsburg.edu/), you are responsible for ensuring that all references to “Augsburg College” are updated to “Augsburg University” (or “Augsburg”) between August 28 and September 5, 2017, unless otherwise approved. |
|  | Email Signature | Please change the signature on your email to reflect “Augsburg University” effective September 1, 2017.  To make this change:   * Open your Google email account * Click on the gear wheel on the far right of the page underneath your profile photo * Go to “Settings” * Scroll down to the portion that says “Signature” and update your file. * Do the same for your “Out of Office” email message * Be sure to “save” changes   If you have difficulties or questions, contact your LFC. |
|  | Email Vacation and/or Out of Office Notification | Please change the signature on your email to reflect “Augsburg University” effective September 1, 2017.  To make this change:   * Open your Google email account * Click on the gear wheel on the far right of the page underneath your profile photo * Go to “Settings” * Scroll down to the portion that says “Signature” and update your file. * Do the same for your “Out of Office” email message * Be sure to “save” changes   If you have difficulties or questions, contact your LFC. |
|  | Voicemail | Update your greeting and/or out of office voicemail to reflect “Augsburg University.” [Download a PDF](http://inside.augsburg.edu/it/files/2012/09/vmdirections.pdf) set of directions for how to change your voicemail (must be logged in to Inside Augsburg to access). |
|  | Business Cards | Discontinue using Augsburg College material with any external audience on September 5, 2017.  Many University personnel will need to order updated business cards, letterhead, envelopes and nametags for use in their day to day business activities. Due to the intermittent and variable needs by department, each department will identify with their respective vice president the total number of each item needed and identify the funding source for those items.  Order websites for these items will be available for departmental ordering beginning mid-late Summer. Further communications will be sent when the sites are available. The first delivery of new business cards, name badges, and stationery will arrive on campus before Sept. 5. |
|  | Personal social media accounts | As an employee of Augsburg, you may have Augsburg College listed as your employer or as an affiliation you have. We encourage you to take a few moments on or after September 1, 2017, to go in and update your information on your sites, as appropriate.   * Twitter [profile updates](https://support.twitter.com/articles/127871) * Facebook [name changes](https://www.facebook.com/help/173909489329079?helpref=uf_permalink) * Instagram [profile changes](https://www.facebook.com/help/instagram/116836975134193) |
|  | Individual Listings, References, Memberships, Registrations | Provide updated information to any associations or organizations to which you belong. If needed, use the Use the [downloadable documents](http://www.augsburg.edu/university/faq/campus-partners/) and edit as appropriate to notify organizations of the name change. |
|  | Faculty, Staff & Returning Student ID Cards | As part of the Library's transition to a new barcode system, new ID cards will be required for anyone who wishes to check items out from the library. Incoming first-year students and new employees will begin getting Augsburg University ID cards at SOAR. New Augsburg University ID cards will be available to returning students and existing faculty & staff beginning on August 1 by visiting the circulation desk in Lindell library during regular business hours. |
| ***My Department-Specific Name Change Tasks*** | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |