

EACS Student Course Planner Guide

Establishment of Student User Names

Since student names are separated entered into one field within the student software, commas are entered to define the separation of the student names into First Name, Middle Initial, Last Name, and Generational Titles (Suffix).

Examples: entry as “Smith, Jr, John S” is normally written as “John S Smith, Jr”
entry as “Porter-Jones, Melissa” is normally written as “Melissa Porter-Jones”

Please use the following examples below to help you establish your user name for logging into the Student Course Planner software. We apologize for this inconvenience, however, in software programming, the name field is deciphered and decoded to separate in this manner.

Student user names are established as the last 15 characters (in excess of 15, drop those after) of your last name, followed directly by the first 3 characters of your first name. No spacing is to be entered in between.

Examples:

Kimberly S Peterson	User Name established: PetersonKim
Jordan P Winkeljohnfitzwater	User Name established: WinkeljohnfitwJor (Last name exceeds 15 characters – drop “ater”)
Melissa Porter-Jones	User Name established: Porter-JonesMel (Hyphen remains as part of the last name count)
Thomas P Marberry-Jackson	User Name established: Marberry-JacksoTho (Last name exceeds 15 characters–drop “n” keep hyphen)
Jefferson S D’Angelo	User Name established: D’AngeloJef (Last name accent counts as a character)

For Generational title suffixes, the suffix is used as the first name characters.

Examples:

John Smith, Jr	User Name established: SmithJrJ (Suffix only 2 characters, add in first name initial)
Jacob Wilson, III	User Name established: WilsonIII (Suffix recognized as first 3 characters of first name)
Brandon A Meyers, II	User Name established: MeyersIIB (Suffix only 2 characters, add in first name initial)