

How to Obtain a Student ID with your Chosen Name In Three Easy Steps

The Process

Use MySite to Enter the Name you Want to be Known as on Campus

This must be done first before attempting to update your student ID card. This is updated in [MySite](#) under "MY INFORMATION" "Update Profile." Complete directions can be found on the [First Name Campaign Site](#)

Visit Your Chosen Student ID issuing Office Website and What to Bring With You

(This Process May be impacted by campus closures. Contact your College ID issuing office directly for updates)

- [Irvine Valley College Campus Police Station](#)
- [Saddleback College Office of Admissions and Records](#)

Request a New Card with an Updated Name

- Inform the officer, or employee, that you would like the name you entered in MySite to be printed on your student ID
- Take a new photo if appropriate

Why it's a Great Idea to Update Your Student ID

We highly encourage students to obtain a student ID with the names you enter in the "Preferred Name" fields on MySite. For example, you may be asked to provide identification in the classroom before taking an exam. If your legal name differs from the "preferred name" you have listed in the class (in Canvas and roll sheets) you will need a student ID with your "preferred name" to present as identification.

