

How to Update Your Chosen Name in MySite

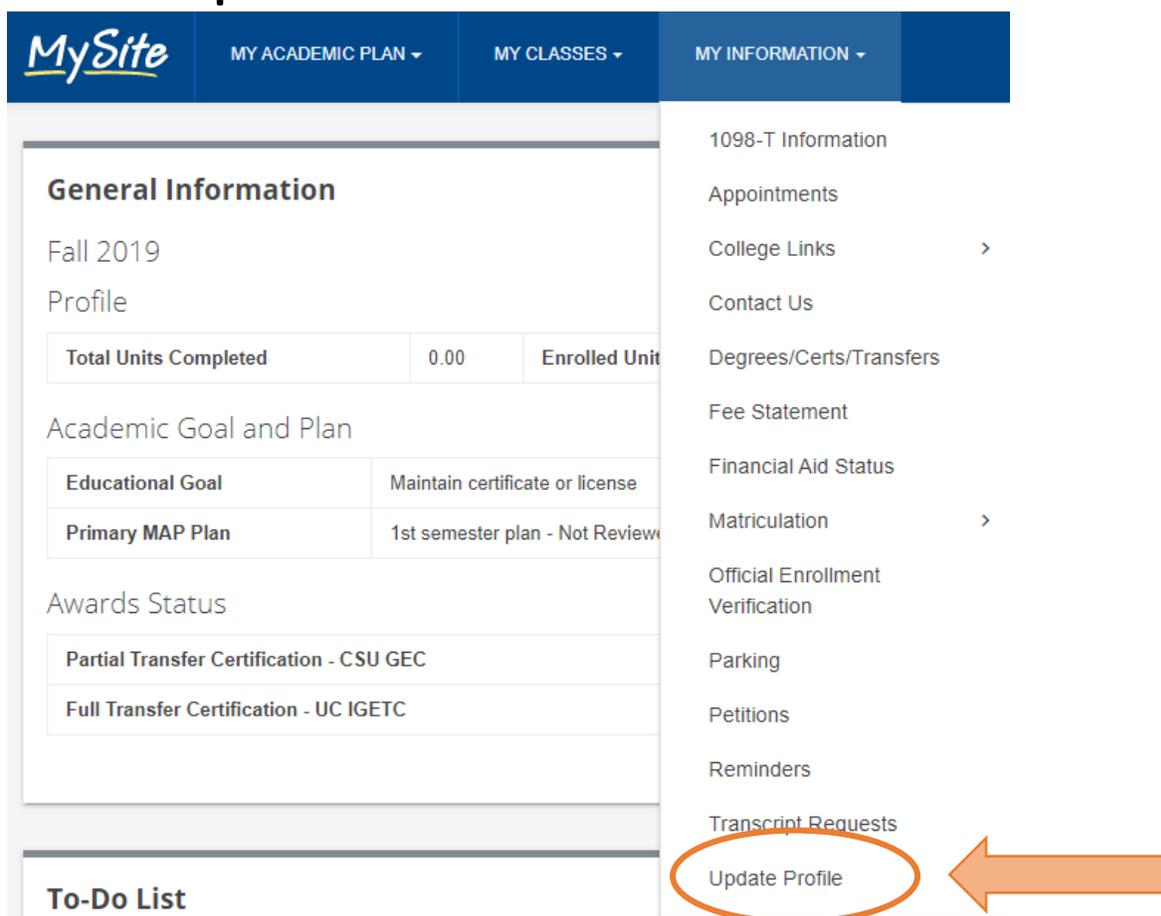
In Three Easy Steps



1. Log into Mysite and Click "MY INFORMATION"



2. Click "Update Profile"



3. Enter the First Name and Middle Name You Would Like to be Called on Campus

You may enter a first and middle name of your choosing. Your legal last name will remain unchanged and will be included in your preferred/chosen name. The first and middle names you enter will be displayed on roll sheets, in Canvas, as well as many other contact points throughout the district.

MySite MY ACADEMIC PLAN ▾ MY CLASSES ▾ MY INFORMATION ▾

Update Profile

Preferred Name

Legal First Name: Ivy

Legal Middle Name:

Legal Last Name: Cee

Preferred First Name:

Preferred Middle Name: