## How to Update Your Chosen Name in MySite In Three Easy Steps

## 1. Log into Mysite and Click "MY INFORMATION"

MySite MY ACADEMIC PLAN - MY CLASSES - MY INFORMATION -

## 2. Click "Update Profile"

My <u>Site</u>	MY ACADEMIC PLAN	- <b>→</b> M	Y CLASSES 🗸	MY INFORMATION -	
				1098-T Information	
General In	formation	Appointments			
Fall 2019			College Links		
Profile		Contact Us			
Total Units Completed		0.00 Enrolled Unit Degrees/Certs/Transfe		Degrees/Certs/Transfers	
Academic G	ioal and Plan	Fee Statement			
Educational Goal		Maintain certificate or license		Financial Aid Status	
Primary MAP Plan		1st semester plan - Not Reviewe		Matriculation >	
Awards Stat	tus	Official Enrollment Verification			
Partial Transfe	er Certification - CSU G	Parking			
Full Transfer Certification - UC IGETC				Petitions	
				Reminders	
				Transcript Requests	
To-Do List				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.

<u>MySite</u>	My Site MY ACADEMIC PLAN +		MY INFORMATION +			
Update Pro	ofile					
Preferred N	lame					
Legal F	Legal First Name: IVY					
Legal Middle Name:						
Legal L	ast Name: Cee					
Preferred F	irst Name: Saddle					
Preferred Mid	dle Name: Back					



Want more training? Contact SOCCCD EEO Office