

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

## The Process

### 1. 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](#)

### 2. Visit the Student ID issuing Office on Your Campus

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

### 3. 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

## What to Bring With You

This Please check with your ID issuing office directly as to what you need to bring

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

## 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 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.