

# How to Change your Preferred Name or Pronouns

## Step 1 – Go to your College Apps Portal

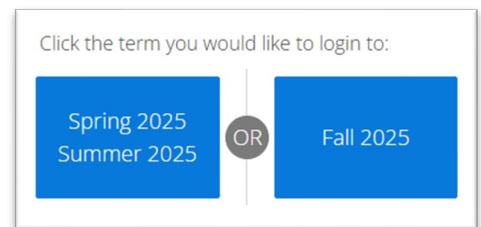
Access the Apps Portal using the:

- [IVC Home Page](#) under [Portal](#)
- [Saddleback Home Page](#) under [Logins](#)

Use your college email address and password to log in, select the **MySite** icon.

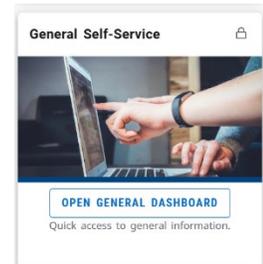


Click the **Fall 2025** option when prompted. This will take you to the new MySite portal.



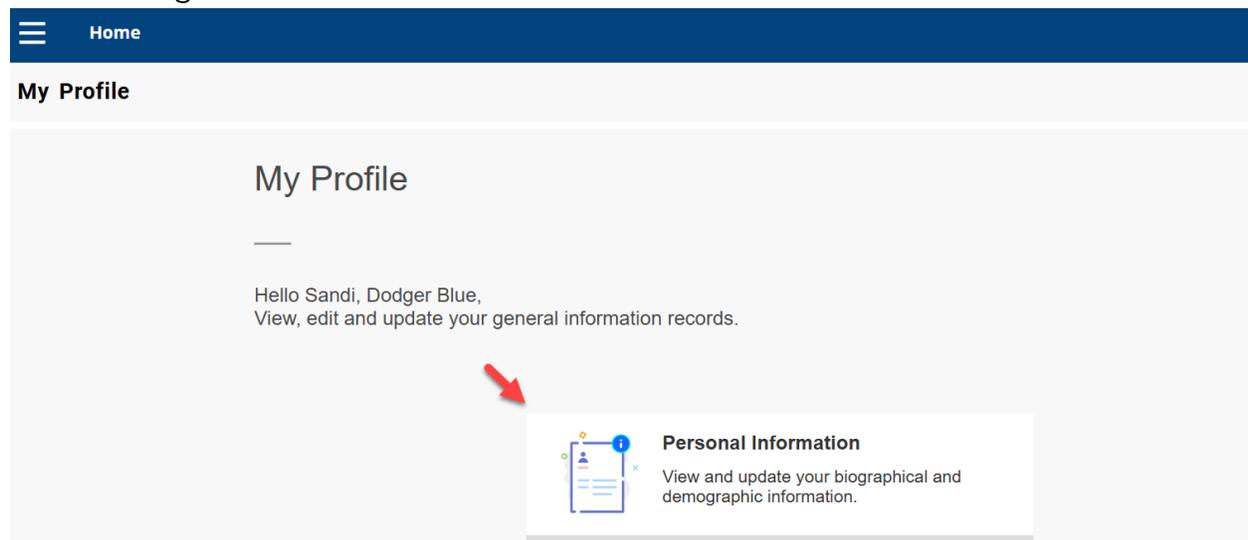
## Step 2 – Click Open General Dashboard

The General Self-Service card allows you to see your personal information and change your preferred first name and pronouns.



## Step 3 – Click Personal Information

The 'My Profile' page is the landing page to access your personal information and to make changes.



## Step 4 – Click Edit to Make Changes

From the Personal Information page you can click **Edit** to add or update your preferred name or pronoun information.



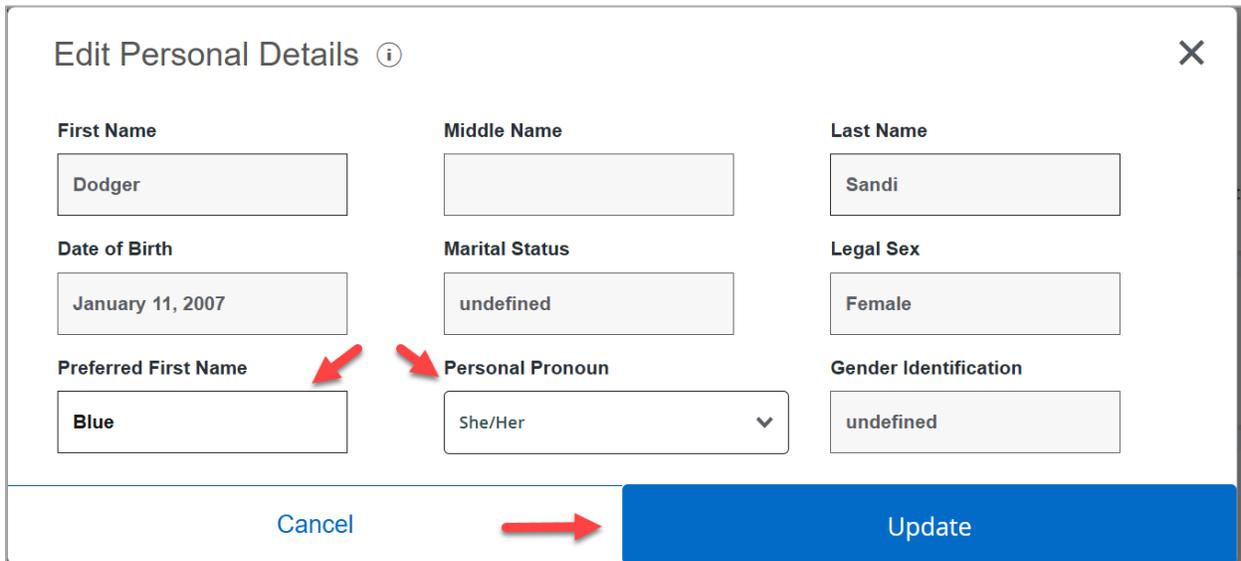
The screenshot shows a user profile page for 'Sandi, Dodger'. The 'Personal Details' section contains the following information:

Field	Value
First Name	Dodger
Middle Name	-
Last Name	Sandi
Date of Birth	January 11, 2007
Marital Status	-
Legal Sex	Female
Preferred First Name	-
Personal Pronoun	She/Her
Gender Identification	-

An 'Edit' button is located to the right of the table, indicated by a red arrow.

## Add, Remove, or Change Preferred First Name or Personal Pronoun

A popup box will appear where you can update your preferred name or personal pronouns. Click the **Update** button to save your changes. Your preferred name and pronouns will appear within the system.



The 'Edit Personal Details' popup form contains the following fields:

Field	Value
First Name	Dodger
Middle Name	
Last Name	Sandi
Date of Birth	January 11, 2007
Marital Status	undefined
Legal Sex	Female
Preferred First Name	Blue
Personal Pronoun	She/Her
Gender Identification	undefined

At the bottom of the form are 'Cancel' and 'Update' buttons. A red arrow points to the 'Update' button.