



Change Your Preferred Name and Pronouns

Contents

Change Your Preferred Name and Pronouns.....	1
Purpose	2
How to Change Your Preferred Name or Pronouns	2
How to Obtain a Student ID with Your Preferred Name	4
Visit the Student ID Issuing Office on Your Campus.....	4
Request a New Card with an Updated Name	4
Why You May Need an Updated Student ID.....	4



Purpose

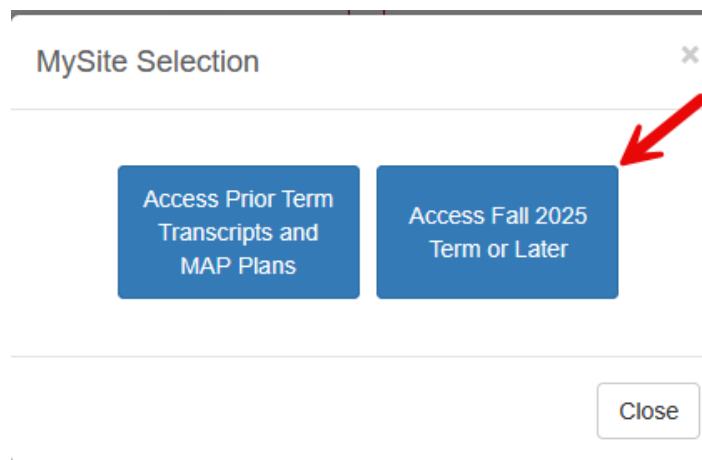
This job aid provides step-by-step instructions for updating your preferred first name and personal pronouns in MySite and obtaining a student ID that displays your preferred name.

How to Change Your Preferred Name or Pronouns

1. Sign in to the single sign-on (SSO) apps portal at <https://apps.ivc.edu> or <https://apps.saddleback.edu> using your college email address and password.
 - If you are accessing the portal remotely, complete multifactor authentication using your previously selected verification method.
2. Locate the **MySite** tile.



3. Click the **Access Fall 2025 Term or Later** button.



4. Select the **My Account** tab, and then select **Open General Dashboard** on the **General Self-Service** card.



The screenshot shows the 'My Account' dashboard with various service cards. A red arrow originates from the 'My Account' tab in the top navigation bar and points to the 'OPEN GENERAL DASHBOARD' button located in the 'General Self-Service' card. Other visible cards include 'To-Do List', 'Web Links', 'Password Reset', 'Parking', 'Employee Self-Service', and 'Employee Forms'.

5. Select **Personal Information**.

The screenshot shows the 'My Profile' page. It includes a greeting 'Hello Maria', a description 'View, edit and update your general information records.', and two main cards: 'Personal Information' (with a description 'View and update your biographical and demographic information.') and 'Direct Deposit' (with a description 'Create, view and update your direct deposit allocation(s)'). A red arrow points to the 'Personal Information' card.

6. In the **Personal Details** section, click **Edit**.

The screenshot shows the 'Personal Details' form with the following fields:

Personal Details		
First Name	Middle Name	Last Name
Maria		
Date of Birth	Marital Status	Legal Sex
	Unknown	
Preferred First Name	Personal Pronoun	Gender Identification
		Declined to state

A red arrow points to the 'Edit' button in the top right corner of the form.

7. Enter your **Preferred First Name** and, if desired, select your preferred **Personal Pronoun**.



8. Select **Update** to save your changes and then verify that the “Saved Successfully” confirmation appears.

How to Obtain a Student ID with Your Preferred Name

Visit the Student ID Issuing Office on Your Campus

Before visiting, contact your campus ID issuing office to confirm which forms of identification or other materials you must bring.

- [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 You May Need an Updated Student ID

Students are encouraged to obtain a student ID that displays the preferred name entered in MySite. For example, you may be asked to show identification before taking an exam. If your legal name differs from the name displayed in Canvas or on class rosters, an updated student ID can help verify that you are the student listed in the course.