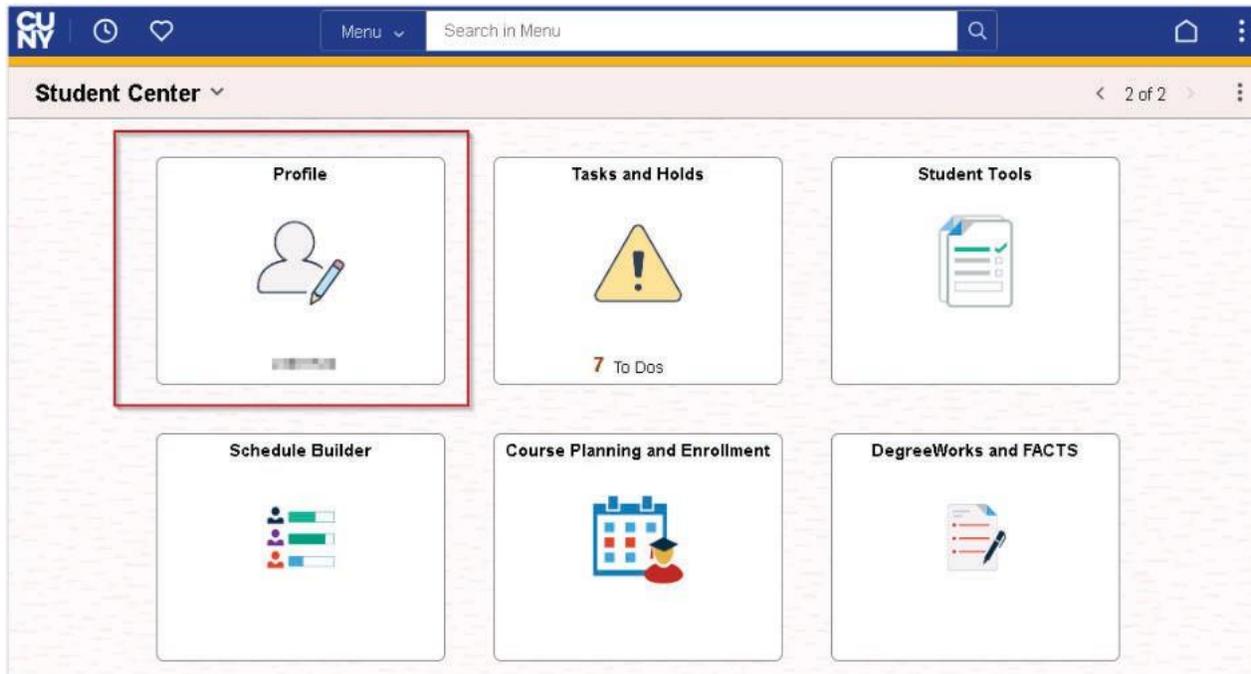
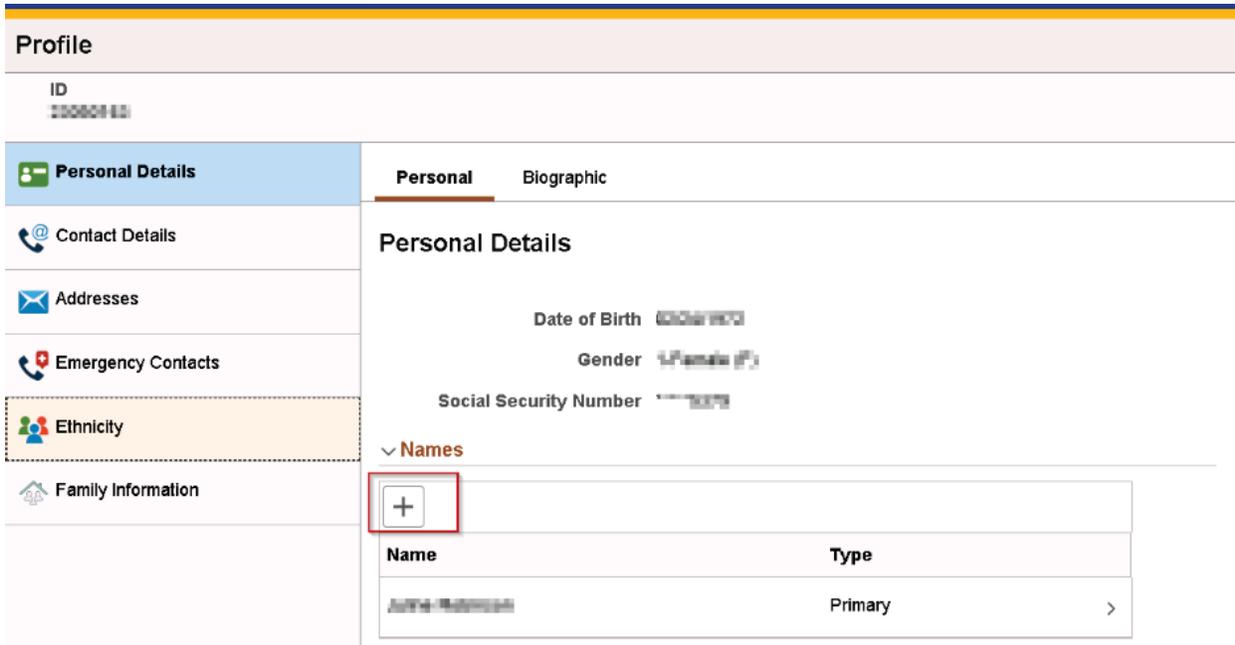


Navigate to Student Center and select Profile.



Under Personal Details, click the + icon.



The + icon opens a new screen. From Type dropdown, select Diploma.

Cancel Add Name Save

*Type

*Name Format

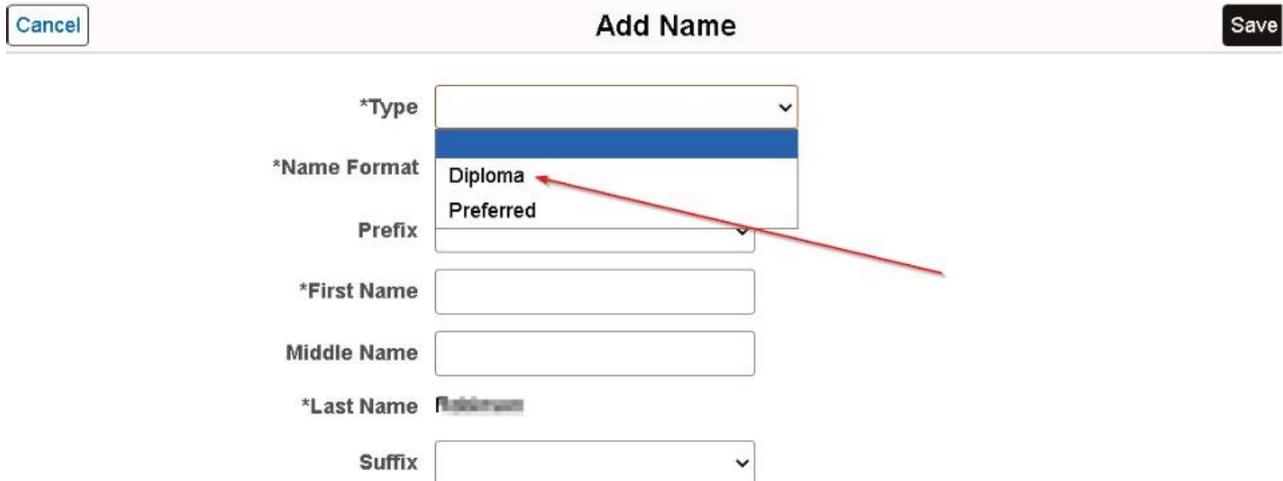
Prefix

*First Name

Middle Name

*Last Name

Suffix



Enter the diploma First Name and/or Middle Name, then click Save.

Please Note: You can only add/update the First and Middle names. The Last Name cannot be changed.

Cancel Add Name Save

*Type

*Name Format

Prefix

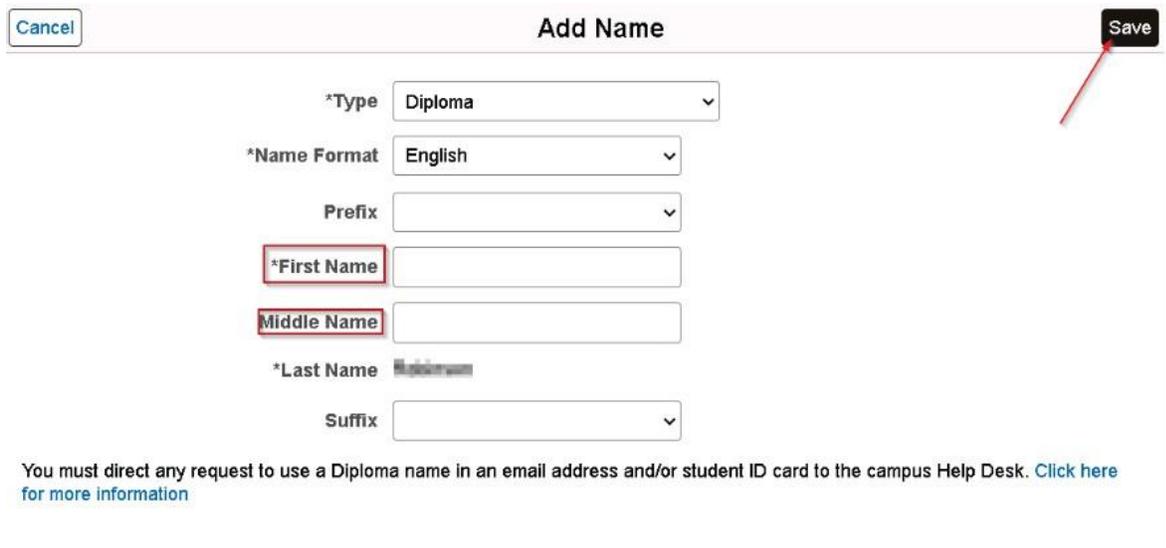
*First Name

Middle Name

*Last Name

Suffix

You must direct any request to use a Diploma name in an email address and/or student ID card to the campus Help Desk. [Click here for more information](#)



Cancel

Edit Name

Save

Type Diploma

*Name Format

Prefix

*First Name

Middle Name

*Last Name

Suffix

You must direct any request to use a Diploma name in an email address and/or student ID card to the campus Help Desk. [Click here for more information](#)

Once saved, both your Primary (legal) name and Diploma name will appear on your record.

Profile

ID
XXXXXXXXXX

Personal Details	Personal	Biographic
Contact Details	Date of Birth <input type="text" value="MM/DD/YYYY"/>	
Addresses	Gender <input type="text" value="M (Male) (F)"/>	
Emergency Contacts	Social Security Number <input type="text" value="###-##-####"/>	
Ethnicity	Names	
Family Information	<input type="button" value="+"/>	
	Name	Type
	<input type="text" value="Melissa Phil"/>	Primary >
	Melissa Phil	Diploma >