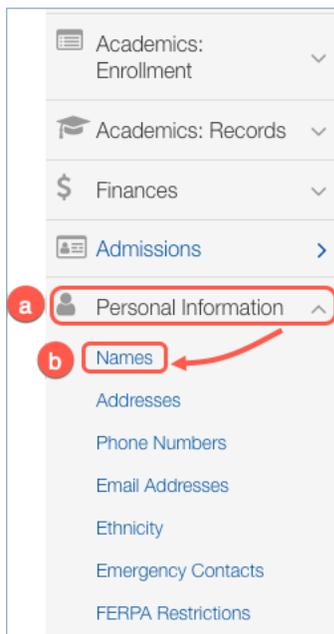


Students may use a different name other than their Primary (legal) Name on their diploma. Students must add a Diploma Name to their records in their MySJSU by posted deadlines, otherwise the Primary (legal) Name will be used.

This guide will show you how to add/view/update your diploma name through the MySJSU student portal.

Note: The Names page displays your first and last name. To view your entire name, please follow Step #6 below.

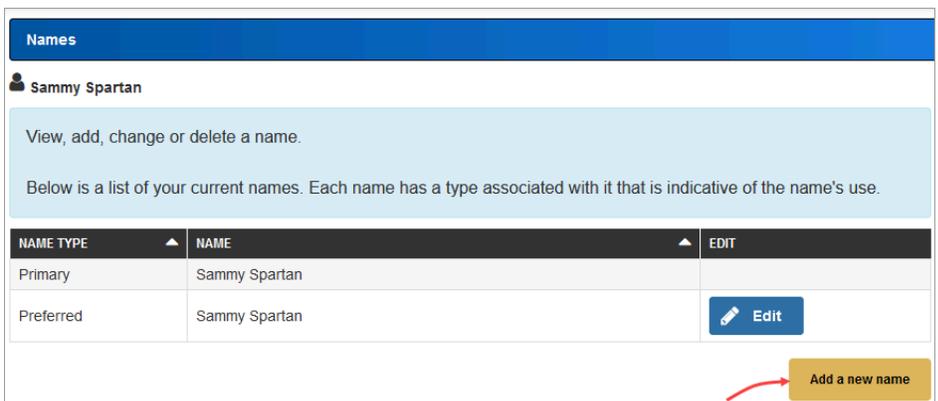
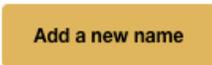
1. Login to MySJSU.
 - a. On the left navigation pane, expand the Personal Information navigation menu.
 - b. Click the [Names](#) menu item.



If you are adding a new diploma name, please continue to Step #2.

If you need to view your entire name or update your diploma name, please continue to Step #6.

2. Click on the



3. On the Add a new name page:

Click the *Name Type* dropdown and select **Diploma**.

Do NOT Change Format. You must keep *English* as the default format.

Names > Add a new name

Sammy Spartan

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Select

Format Using: English

Change Format

4. Fill out all the appropriate information and then click the **Save** button.

Note: You may use special characters in the diploma name.

Special Attention: Please properly capitalize all names. If any field contains an initial, a period should immediately follow the letter (ex. A., H., W.).

Names > Add a new name

Sammy Spartan

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Diploma

Format Using: English

Change Format

Prefix: Select

*First Name: [input field]

Middle Name: [input field]

*Last Name: [input field]

Suffix: Select

Date new name will take effect: 10/16/2023 (EXAMPLE: 12/31/2000)

Save

5. You have **successfully** added a diploma name.

Click the **OK** button to return to the Names page.

Add a new name > Save Confirmation

Sammy Spartan

✓ The Save was successful.

OK

6. To **View your entire name** or **Update** your diploma name, click on the **Edit** button next to your diploma name.

Names

Sammy Spartan

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

NAME TYPE	NAME	EDIT
Primary	Sammy Spartan	
Preferred	Sammy Spartan	Edit
Diploma	Sammy Spartan	Edit

7. View your diploma name and make any updates you need to. When you are done, click the

Save

button.

Names > Change name

Sammy Spartan

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type Diploma

Format Using English [Change Format](#)

Prefix Select

*First Name Sammy

Middle Name Mascot

*Last Name Spartan

Suffix Select

Date new name will take effect 10/15/2024 (EXAMPLE: 12/31/2000)

Save

8. You will see the **Save was successful** message.

OK

Click the [OK](#) button to return to the Names page.

Add a new name > Save Confirmation

Sammy Spartan

✓ The Save was successful.

OK