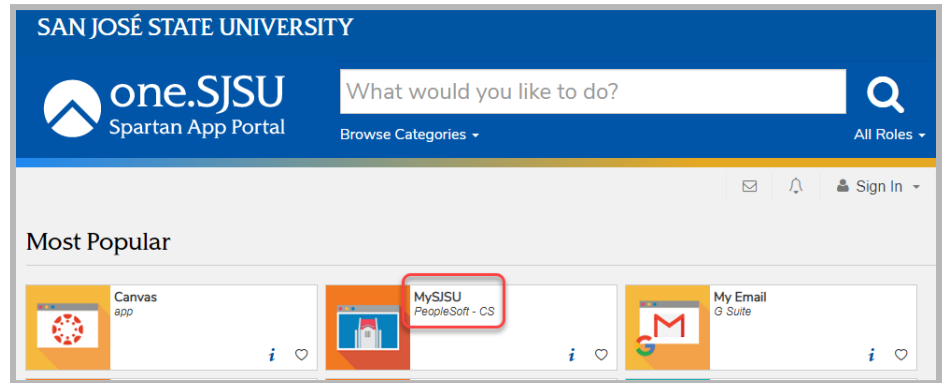


Students may use a different name other than their Primary (legal) Name on their diploma. Students must add a Diploma Name to their records in their MySJSU by posted deadlines, otherwise the Primary (legal) Name will be used.

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

**The [one.sjsu.edu](https://one.sjsu.edu) homepage displays.**

1. Go to [one.sjsu.edu](https://one.sjsu.edu)
2. Click the **MySJSU** tile.  
If you can't find the MySJSU tile, search for it in the "What would you like to do?" search bar at the top of the page.



**If you see the *MySJSU sign-in* page, please continue to Step #3.**

**If you see the *Student Center* page, please continue to Step #4.**

**The *MySJSU sign-in* page displays.**

3. Enter your **9-digit SJSU ID** and **Password**. Click the **Sign In** button.

If you have forgotten your password, go to the [Reset Password](#) page and enter the 9-digit SJSU ID. Choose one of the two options listed to reset your password.

You can also go to the FAQ section in the [Password Help](#) page for additional assistance.

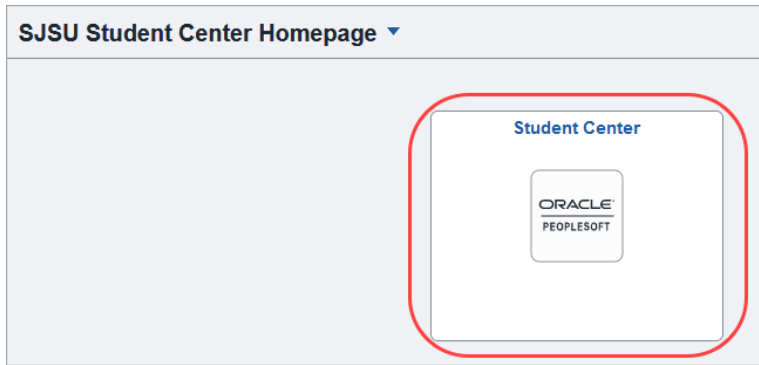
If you continue to have problems, please contact IT Service Desk.

408-924-1530

[itservicedesk@sjsu.edu](mailto:itservicedesk@sjsu.edu)

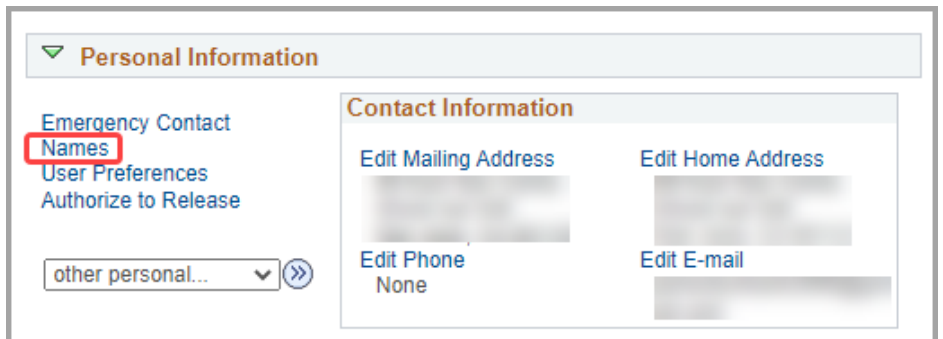
**The SJSU Student Center Homepage displays.**

- Click on the [Student Center](#) tile.



**The Student Center page displays.**

- Click on the [Names](#) link under the *Personal Information* section.

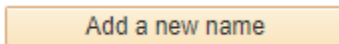


**If you are adding a new diploma name, please continue to Step #5.**

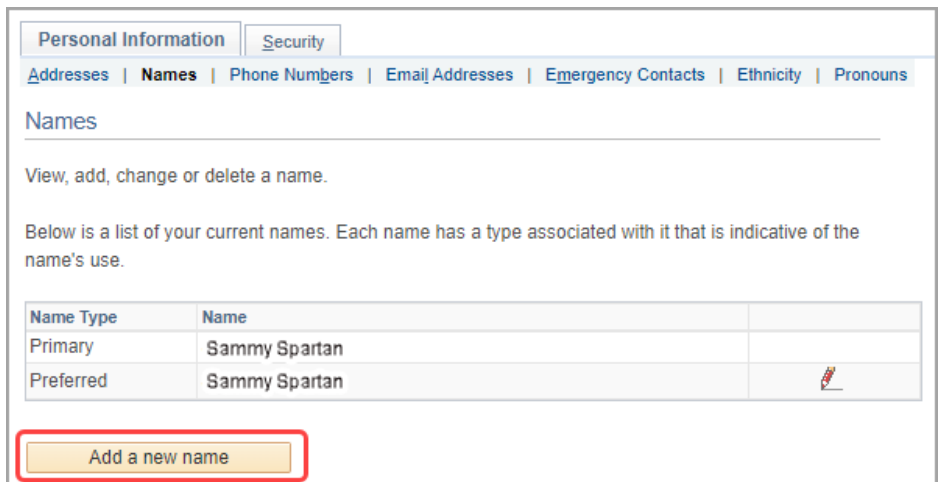
**If you need to update your diploma name, please continue to Step #10.**

**The Personal Information - Names page displays.**

- Click on the




button.



The Add a new name page displays.

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

The screenshot shows the 'Add a new name' form. The 'Name Type' dropdown is set to 'Diploma'. The 'Format Using' dropdown is set to 'English'. The 'Prefix', 'First Name', 'Last Name', and 'Suffix' fields are empty. The 'Middle Name' field is also empty. The 'Date new name will take effect' is set to '04/11/2022'. A 'Save' button is visible at the bottom left, and a 'Return to Current Names' link is at the bottom right.

- Fill out all the appropriate information and then click the  button .

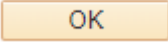
**Do Not** click the **Change Format** link to change the format. Default of English will be used.

**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.).


This screenshot is similar to the previous one but includes a blue arrow pointing to the 'Change Format' link. A blue text box above the arrow contains the instruction: 'Do not click Change Format. Default format of English will be used.' The 'Save' button is highlighted with a red box.

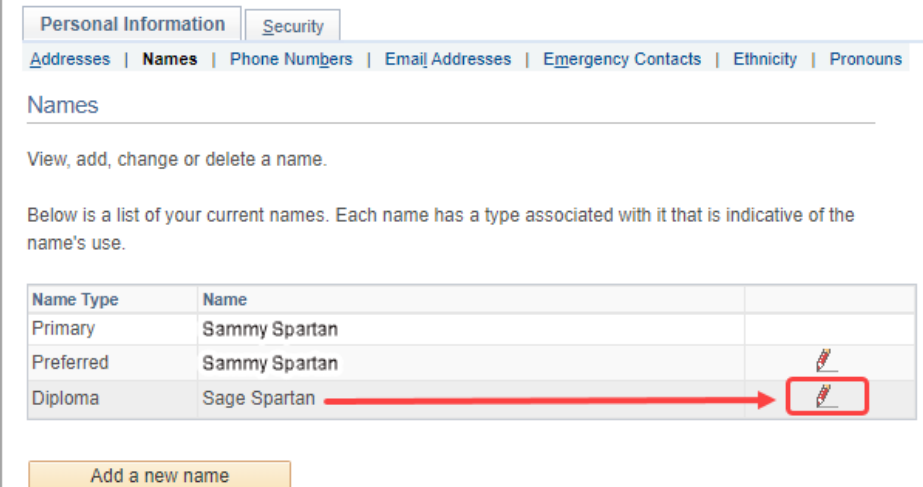
The Save Confirmation page displays.

- Click the  button.
- You have **successfully** added a diploma name.

The screenshot shows a 'Save Confirmation' dialog box. It features a blue checkmark icon and the text 'The Save was successful.' Below this is an 'OK' button.

**The Personal Information - Names page displays.**

11. To Update your diploma name, click on the  icon next to your diploma name.





Personal Information | Security

Addresses | **Names** | Phone Numbers | Email Addresses | Emergency Contacts | Ethnicity | Pronouns

Names

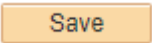
View, add, change or delete a name.

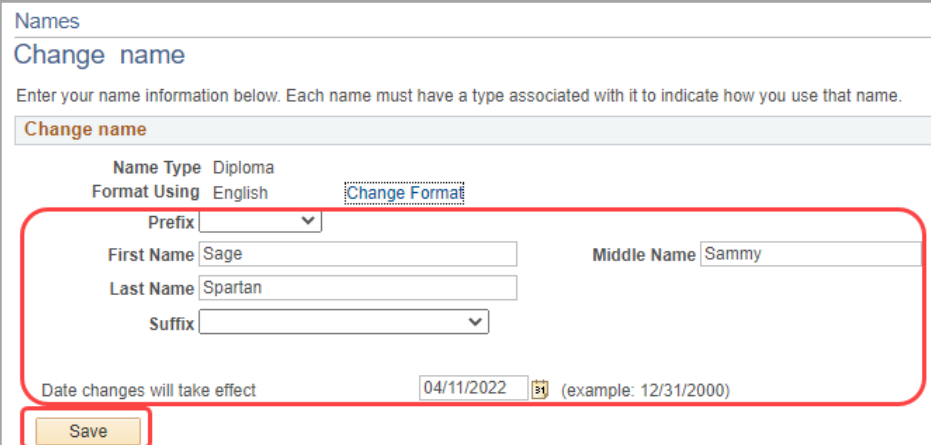
Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name	
Primary	Sammy Spartan	
Preferred	Sammy Spartan	
Diploma	Sage Spartan	

Add a new name

**The Change name page displays.**

12. Edit the relevant information and click the  button .



Names

Change name

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

First Name  Middle Name

Last Name

Suffix

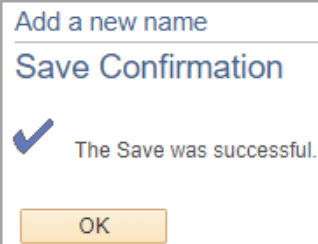
Date changes will take effect  (example: 12/31/2000)

Save

**The Save Confirmation page displays.**


13. Click the  button.

14. You have **successfully** updated your diploma name.



Add a new name

Save Confirmation

 The Save was successful.

OK