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.

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 update your diploma name, please continue to Step #6.

2. Click on the button.
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.

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.).

5. You have successfully added a diploma name.

   Click the OK button to return to the Names page.

6. To Update your diploma name, click on the Edit button next to your diploma name.
7. Edit the relevant information and click the button.

8. You have successfully updated your diploma name. Click the button to return to the Names page.