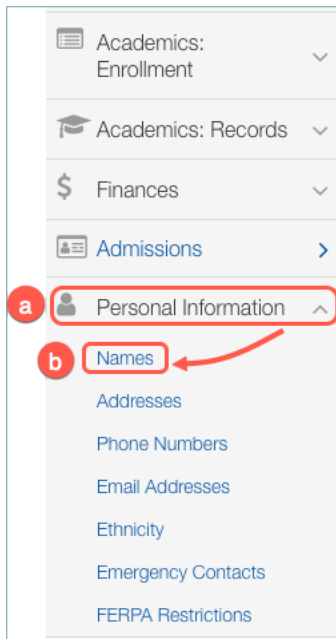


Students may use a different name other than their Primary (legal) Name on their diploma. Students must add a Diploma Name to their records in their MySJSU by posted deadlines, otherwise the Primary (legal) Name will be used.

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

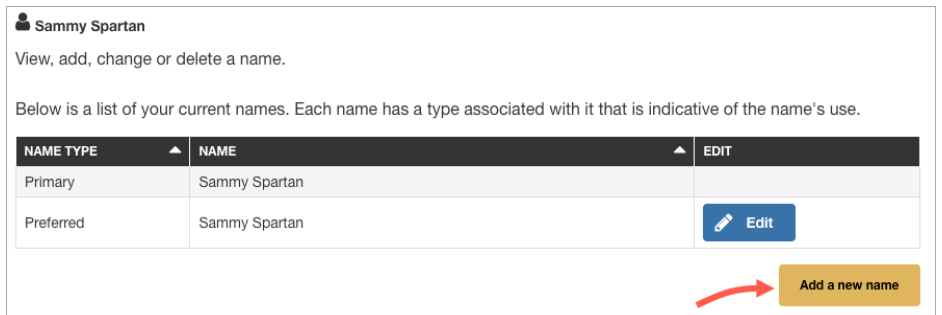
1. Login to MySJSU.
 - a. On the left navigation pane, expand the Personal Information navigation menu.
 - b. Click the [Names](#) menu item.



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.).

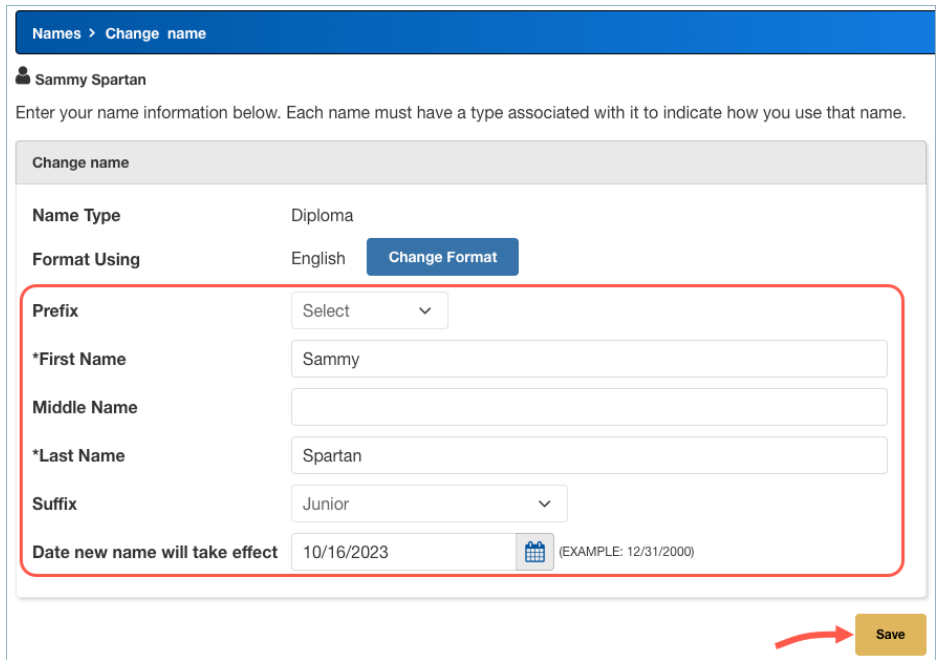
5. You have **successfully** added a diploma name.

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.

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

7. Edit the relevant information and click the  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

*First Name

Middle Name


*Last Name

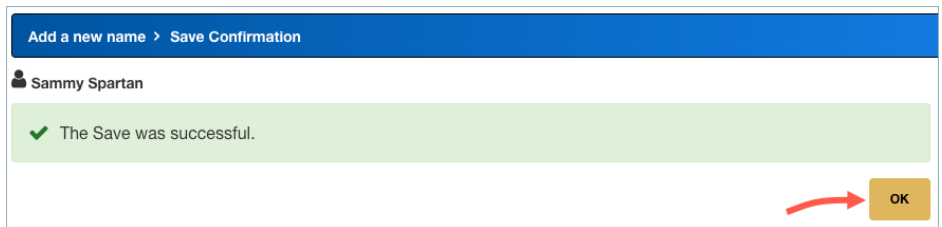
Suffix

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

[Save](#)

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

Click the  button to return to the Names page.



Add a new name > Save Confirmation

Sammy Spartan

✓ The Save was successful.

[OK](#)