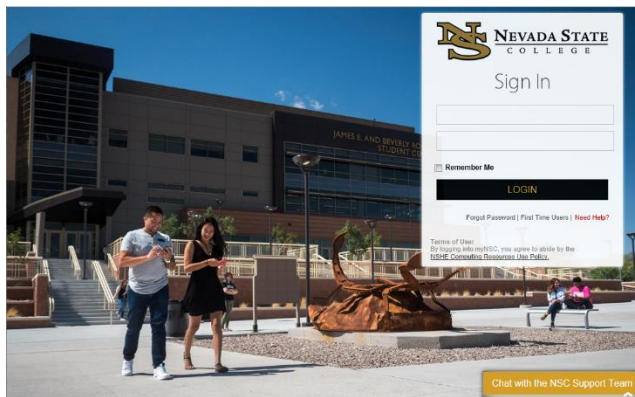


How To Add A Preferred Name

1. Login to the NSC Portal (<http://my.nsc.edu>)
2. Click on the Student Center link
3. Scroll down to Personal Information
 - a. Click 'Names'
4. Click 'Add a new name' or click to edit your preferred name
5. Update your preferred first and/or preferred middle name and the click save.



Step 1

Login to the NSC Portal using your NSHE ID and password.

Step 2

Select the **Student Center** link to login to myNSC.

The screenshot shows the myNSC portal for Nevada State College. At the top, the user is logged in as Scotty Scorpion. The navigation bar includes links for Home, Events, Social Media, Cafe Menu, Bookstore, Advising, Tutoring, Disability Services, My Files, Documents, and Feedback. The main content area is divided into three columns:

- QuickLaunch:** A sidebar with a 'FAVORITES' section and a 'LAUNCHPAD' section. The 'LAUNCHPAD' section contains 'QUICK LINKS' such as Files, Library Research Databases, Online Courses, Printing, Request Transcript, Student Center, and Student Clubs. Below this are categories like ACADEMICS, APPS, FINANCIAL AID, LIBRARY, SCHEDULE AN APPOINTMENT, **STUDENT CENTER** (highlighted with a red arrow), and STUDENT SERVICES.
- My Messages:** A central panel showing a list of messages. The first message is titled 'Spring 2017 Commencement Ceremony' and is marked as 'UNREAD'. Other messages include 'Free Tax Preparation on Campus' and 'INBRE Summer Undergraduate Research Experience', also marked as 'UNREAD'. A pagination control shows 'Showing 1 to 3 of 3 results'.
- Student Poll:** A panel titled 'Student Poll' with the question 'Who is your favorite Ninja Turtle?'. It lists six options: a. Leonardo, b. Donatello, c. Michelangelo, d. Raphael, e. I like Splinter, and f. What?. A 'Vote' button is present.

At the bottom right, there is a 'Chat with the NSC Support Team' button.

Step 3

Once logged in to your Student Center, click on Names

The screenshot shows a student center dashboard with several sections: Academics, Finances, Personal Information, and Admissions. A red box highlights the 'Names' link in the Personal Information section, and a red arrow points to it from a text box that says 'Select Names from the Personal Information section.'

Academics

- [Search](#)
- [Plan](#)
- [Enroll](#)
- [My Academics](#)
- [College Scheduler](#)

Finances

- My Account**
 - [Account Inquiry](#)
 - [Enroll In Direct Deposit](#)
 - [Class Refund Dates](#)
- Financial Aid**
 - [View Financial Aid](#)
 - [Accept/Decline Awards](#)
 - [Report Other Financial Aid](#)


Personal Information

- [Demographic Data](#)
- [Emergency Contact](#)
- [Names](#)
- [Add SSN](#)

Contact Information

Home Address	Mailing Address
None	None
Home Phone	Home E-mail
None	None

Step 4

Select the  icon to update your preferred First and preferred Middle name. Or click on 'Add a new name' button to add a preferred name.


Personal Information | Security

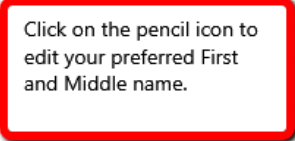

[Addresses](#) | **Names** | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#)


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	M	
Preferred	M	

 Click on the pencil icon to edit your preferred First and Middle name. 

 Go to top

Personal Information | Security

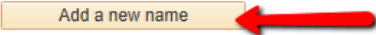

[Addresses](#) | **Names** | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#)

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		

 Or click on 'Add a new name' button to add a preferred name. 

Step 5

Students can only update the preferred First and Middle name fields. Click on  to save the update.

[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 Preferred

Format Using English


Prefix

 First Name Preferred First Name  Middle Name Preferred Middle

Last Name Nsc

Suffix

Date changes will take effect

 (example: 12/31/2000)



[Return to Current Names](#)