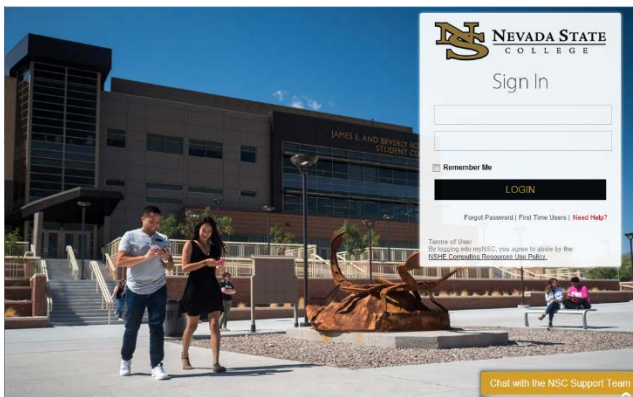


## How To Add A Preferred Name

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, middle, & last 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 'FAVORITES' and 'LAUNCHPAD' sections. The 'LAUNCHPAD' section contains 'QUICK LINKS' such as Files, Library Research Databases, Online Courses, Printing, Request Transcript, Student Center, and Student Clubs. A red arrow points to the 'STUDENT CENTER' link.
- My Messages:** A central panel showing three unread messages:
  - Spring 2017 Commencement Ceremony** (02/02/2017 07:13 PM)
  - Free Tax Preparation on Campus** (02/02/2017 05:32 PM)
  - INBRE Summer Undergraduate Research Experience** (01/10/2017 06:22 PM)
- Student Poll:** A poll titled 'Who is your favorite Ninja Turtle?' with options: a. Leonardo, b. Donatello, c. Michelangelo, d. Raphael, e. I like Splinter, f. What? A 'Vote' button is present.
- Student E-Forms:** A section titled 'You can fill out the following NSC academic forms and submit them online:' with links for 'Change or Add a Major', 'Change or Add a Minor', 'Update Personal Information', and 'Application for Graduation'. A 'Chat with the NSC Support Team' button is also visible.

### Step 3

Once logged in to your Student Center, click on Names

**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](#)

**Admissions**


**Contact Information**

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

**Account Summary**

Select Names from the Personal Information section.

### 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

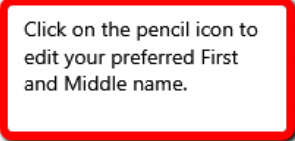

[Addresses](#) | **[Names](#)** | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#)


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

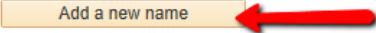

[Addresses](#) | **[Names](#)** | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#)

Names

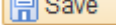
View, add, change or delete a name.

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 update the preferred First, Middle, and Last name fields. Click on  Save to save the update.

Names

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**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	<input type="text"/>		
First Name	<input type="text" value="Preferred First Name"/>	Middle Name	<input type="text" value="Preferred Middle Name"/>
Last Name	<input type="text" value="Preferred Last Name"/>		
Suffix	<input type="text"/>		

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

[Return to Current Names](#)