

### **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 displays the myNSC portal interface. On the left is a dark sidebar with a search bar and a list of navigation links: Calendar, Email, Online Courses, Apps, Campus Life, Financial Aid, Library, Schedule Appointment, **Student Center** (highlighted with a red arrow), Student Services, Resources, and Social Media. The main content area features a '5m' timer, an 'ASC Student Engagement Event' banner for Halloween with a 'Boo!' theme and a contest to win a success center visit, a 'Posted in Faculty, Staff, Students' section with a '10m' timer, and a notice about 'NSHE Fee Waiver Information for Native and Indigenous Learners'. On the right, there is a 'Student Poll' about public bus transportation and a 'Student Forms' section listing various forms like 'Application for Graduation', 'Change or Add a Major', 'Change or Add a Minor', 'Equipment Checkout Request', 'Graduation Update Form', and 'Pre-Requisite/Co-Requisite Override Form'. A 'Chat with NSC Technical Support' button is at the bottom right.

Once logged in to your Student Center, click on Names

## Step 3

**Academics**

Search  
Plan  
Enroll  
My Academics

You are not enrolled in classes.

Enrollment Shopping Cart ▶

other academic... ▼ ➡

**Finances**

My Account  
Account Inquiry  
Enroll in Direct Deposit  
Class Refund Dates

Financial Aid  
View Financial Aid  
Accept/Decline Awards  
Report Other Financial Aid

other financial... ▼ ➡

Please be aware that using Safari and Chrome can hinder your payment capability. If you are having trouble, please switch to another browser such as Firefox or Edge and try again. If the issue persists, please contact the Registrar's Office.

Account Information

86. \*\*

Make a Payment ▶

**Personal Information**


Demographic Data  
Emergency Contact  
Names  
Add SSN

other personal... ▼ ➡

**Contact Information**

Home Address: 1125 Nevada State Dr, Henderson, NV 89002  
Mailing Address: 1125 Nevada State Dr, Henderson, NV 89002  
Home Phone: 702/992-8888  
Home E-mail: registrar@nsc.edu

**Admissions**

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			
Primary			
Preferred			
Degree			

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

Add a new name

[Go to top](#)

## Step 4


**Personal Information** | **Security**

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


### Names


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Degree			

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

[Add a new name](#) 

Students can update the preferred First, Middle, and Last name fields. Click on  **Save** 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  Middle Name

Last Name

Suffix

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

[Save](#)

[Return to Current Names](#)