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.

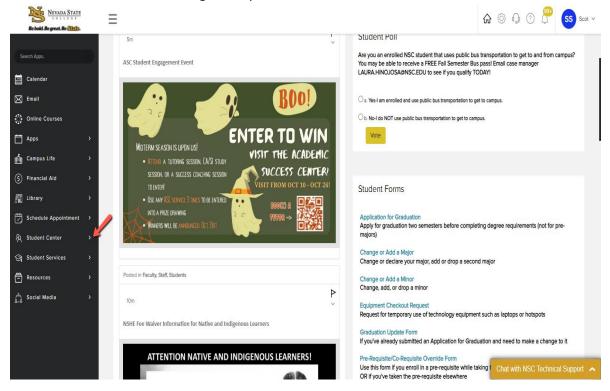


Step 1

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

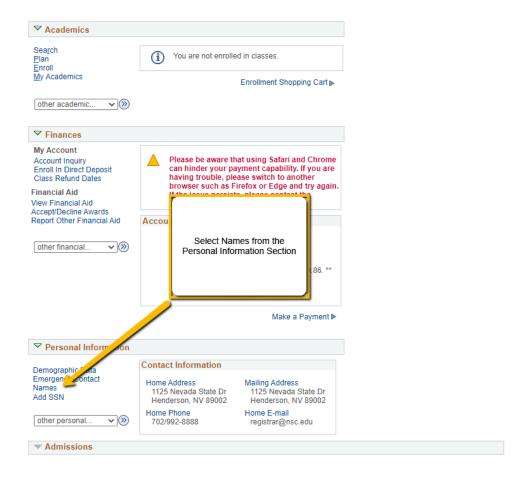
Step 2

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

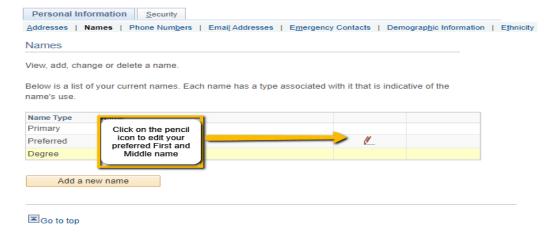


Once logged in to your Student Center, click on Names

Step 3



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.

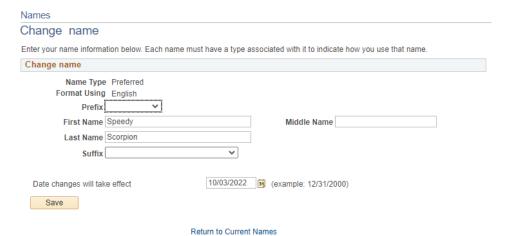


Registrar's Office

Step 4



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



Registrar's Office