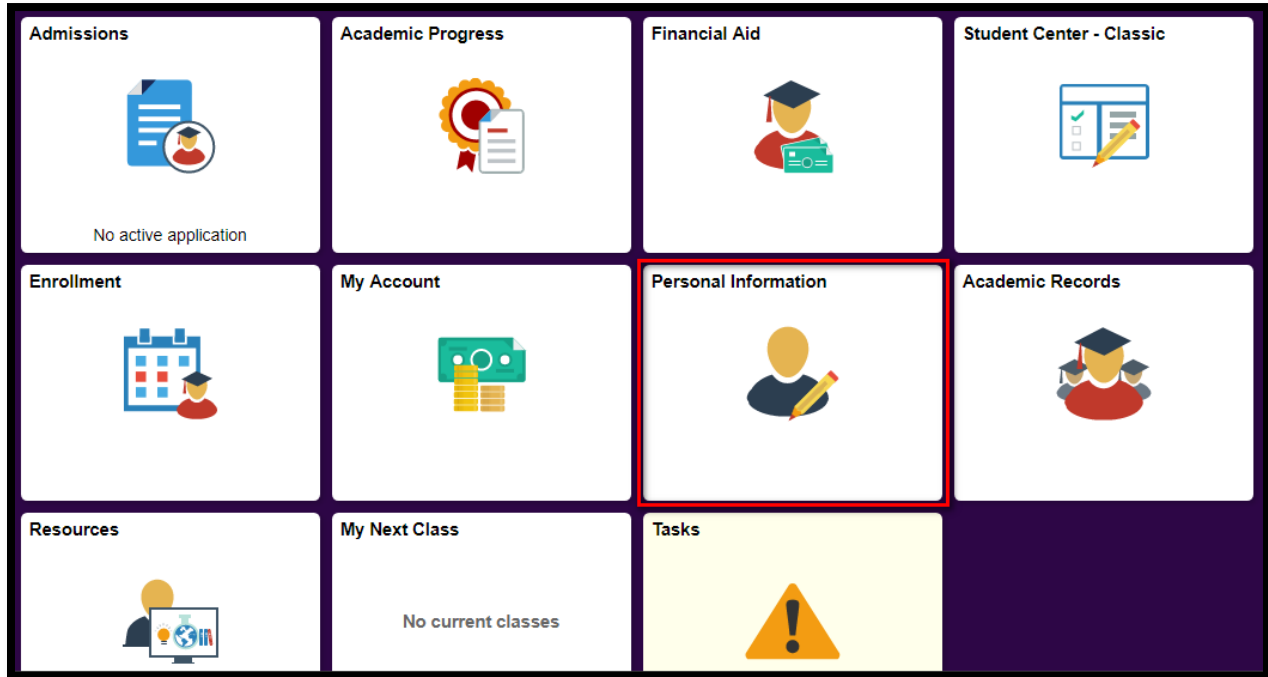


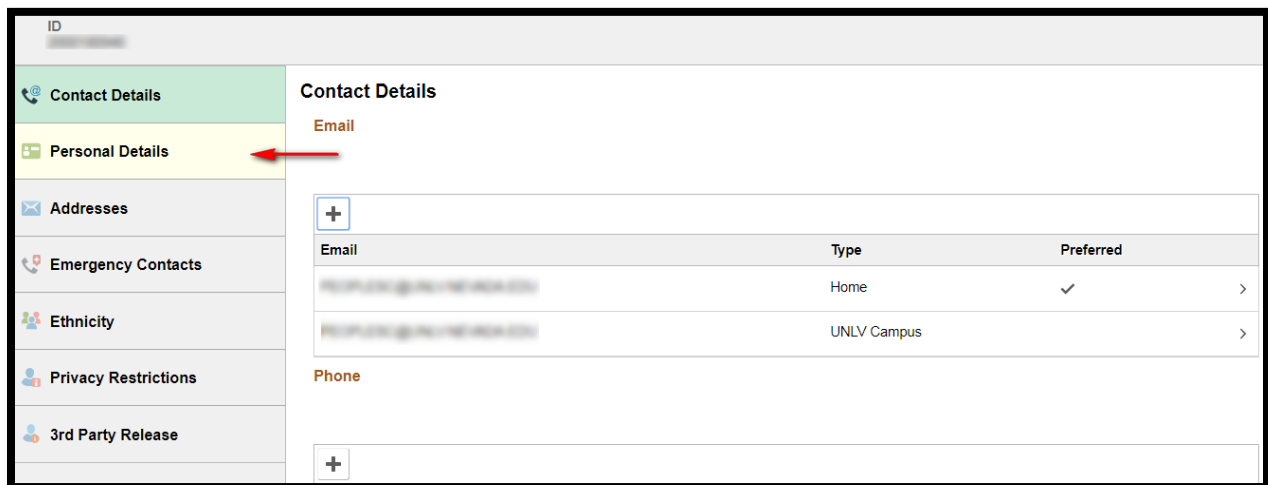
Students who have a legal change of name should submit the Change of Personal Identification Data Form located on the Registrar Website at unlv.edu/registrar/forms. The form and supporting documentation can be submitted online to registrar@unlv.edu or in person to SSC-C.

Students who want to add additional names (Preferred, Degree, etc) can [add/edit](#) names in MyUNLV. Once you add a new name type it cannot be deleted, only edited.

1. From the Rebel Student Homepage, select the Personal Information tab



- a. Select Personal Details from the menu on the left



- i. If you are using a mobile device you may have to expand the menu by clicking the blue bar on the left side of the page

2. If you are Adding a new name click the plus sign

The screenshot shows a web interface for 'Personal Details'. On the left is a sidebar with menu items: Contact Details, Personal Details (highlighted), Addresses, Emergency Contacts, Ethnicity, Privacy Restrictions, and 3rd Party Release. The main content area is titled 'Personal Details' and includes fields for Date of Birth, Gender, and Social Security Number. Below these is a section titled 'Names' with a plus sign icon and a red arrow pointing to it. Underneath is a table with columns 'Name' and 'Type'. One row is visible with a name and the type 'Primary'.

a. Select the name type from the drop down menu

The screenshot shows a modal window titled 'Add Name' with 'Cancel' and 'Save' buttons. It contains several form fields: '*Type' (a dropdown menu with a red arrow pointing to its arrow), '*Name Format' (with options Application, Degree, Preferred), 'Prefix', '*First Name', 'Middle Name', '*Last Name', and 'Suffix' (a dropdown menu).

- i. Preferred names will display on class and grade rosters
- ii. Degree names will be printed in the commencement bulletin and on your Diploma
- iii. The Application name appears on your admission documents
- iv. Only the Primary name will show on your transcripts
 - 1. Primary names can only be changed with the Request to Change Personal Identification Data form

b. Enter in your preferred/degree name and click save

Cancel
Add Name
Save

*Type Preferred ▼

*Name Format English ▼

Prefix ▼

*First Name Hey

Middle Name

*Last Name Reb

Suffix ▼

Please note: Middle names will print on Diplomas and in the commencement program, however they will not display on the names page

- i. Please note: if you are adding your middle name it will not display in MyUNLV on your name list
 - 1. It will be printed on the diploma and commencement bulletin (If it is a degree name) and on the class and grade rosters (if it is a preferred name)

Personal Details

Date of Birth ██████████
 Gender ██████
 Social Security Number ██████████

Names

+

Name	Type	>
██████████	Primary	>
Hey Reb	Preferred	>

3. If you are editing an existing name, select it from the list

The screenshot shows a web interface for 'Personal Details'. On the left is a sidebar with menu items: Contact Details, Personal Details (highlighted), Addresses, Emergency Contacts, Ethnicity, Privacy Restrictions, and 3rd Party Release. The main content area is titled 'Personal Details' and includes fields for Date of Birth, Gender, and Social Security Number. Below these is a 'Names' section with a table:

Name	Type	
[Redacted]	Primary	>
Hey Reb	Preferred	>

A red arrow points to the 'Preferred' name entry 'Hey Reb'.

- a. You will not be able to edit the fields in the Primary name. Only Preferred and Diploma names can be edited
- b. Make the edits to your name and click save

The screenshot shows the 'Edit Name' form. At the top are buttons for 'Cancel', 'Edit Name' (highlighted in yellow), and 'Save' (highlighted in green with a red arrow). The form title is 'Type Preferred'. The fields are:

- *Name Format: English (dropdown)
- Prefix: (dropdown)
- *First Name: Hey
- Middle Name: (text input)
- *Last Name: Reb
- Suffix: (dropdown)

The entire form area is enclosed in a red rectangular box.