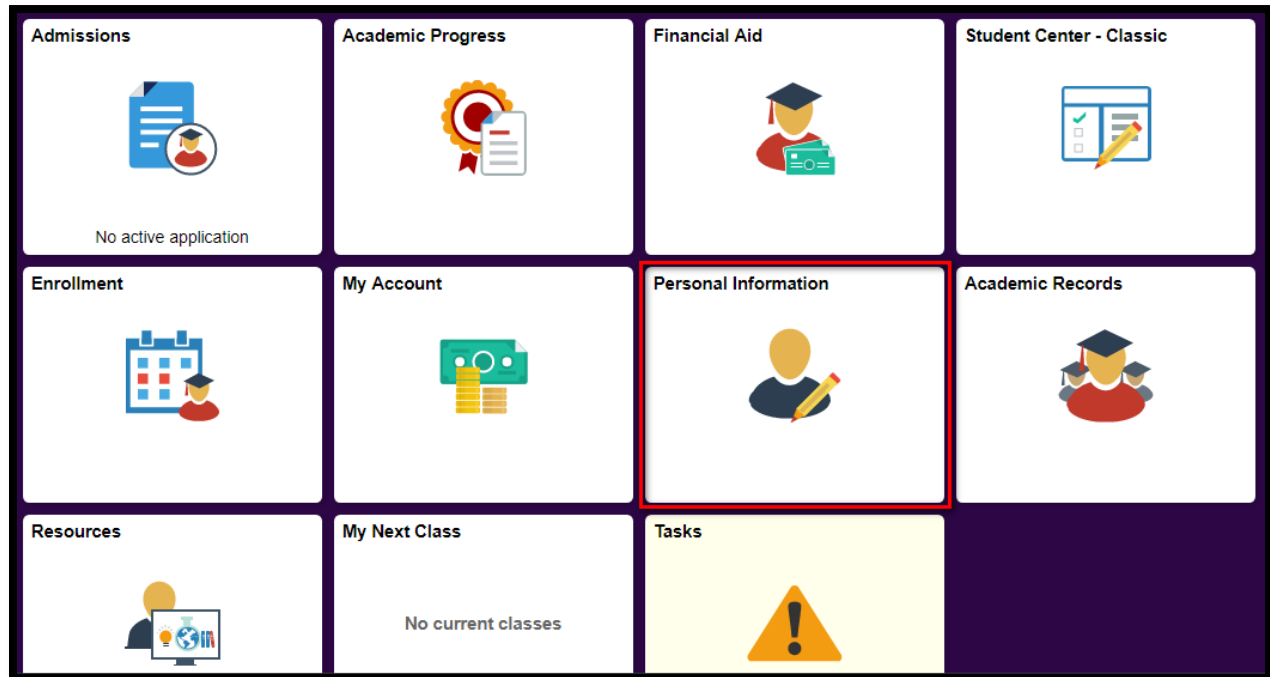


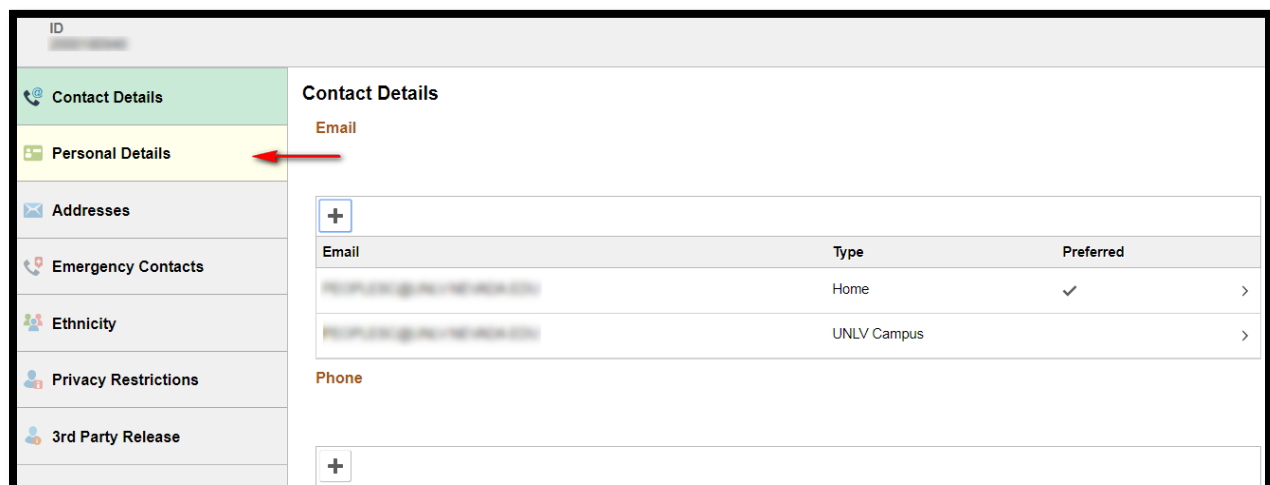
Students who have a legal change of name should submit the Change of Personal Identification Data Form located on the Registrar Website at unlv.edu/registrar/forms. The form and supporting documentation can be submitted online to registrar@unlv.edu or in person to SSC-C.

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 the 'Personal Details' section of a form. On the left is a sidebar with links: Contact Details, Personal Details (highlighted), Addresses, Emergency Contacts, Ethnicity, Privacy Restrictions, and 3rd Party Release. The main area is titled 'Personal Details' and contains 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. Below the icon is a table with columns 'Name' and 'Type'. The table contains one entry: 'Primary' with a right-pointing arrow.

a. Select the name type from the drop down menu

The screenshot shows the 'Add Name' form. It has a 'Cancel' button on the left and a 'Save' button on the right. The form contains the following fields:

- *Type: A dropdown menu with 'Preferred' selected and highlighted by a red arrow.
- *Name Format: A dropdown menu with 'Application', 'Degree', and 'Preferred' options.
- Prefix: A text input field.
- *First Name: A text input field.
- Middle Name: A text input field.
- *Last Name: A text input field.
- 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 Reggie

Middle Name

*Last Name Star

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
Reggie Star	Preferred

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

The screenshot shows the 'Personal Details' section of a form. On the left is a sidebar with links: Contact Details, Personal Details (highlighted), Addresses, Emergency Contacts, Ethnicity, Privacy Restrictions, and 3rd Party Release. The main area is titled 'Personal Details' and contains fields for Date of Birth, Gender, and Social Security Number. Below these is a section titled 'Names' with a '+' icon to add a new name. A table lists existing names:

Name	Type
[Redacted]	Primary
Reggie Star	Preferred

A red arrow points to the 'Preferred' name entry 'Reggie Star'.

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

The screenshot shows the 'Edit Name' form. At the top are 'Cancel', 'Edit Name' (highlighted in yellow), and 'Save' buttons. The form is titled 'Type Preferred'. A red box highlights the following fields:

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

A red arrow points to the 'Save' button.