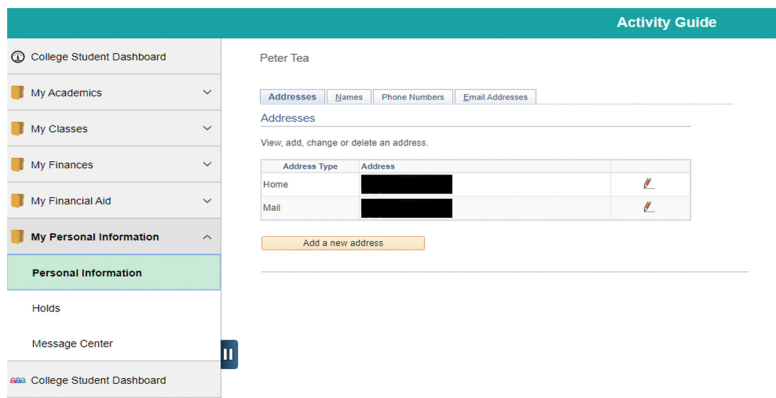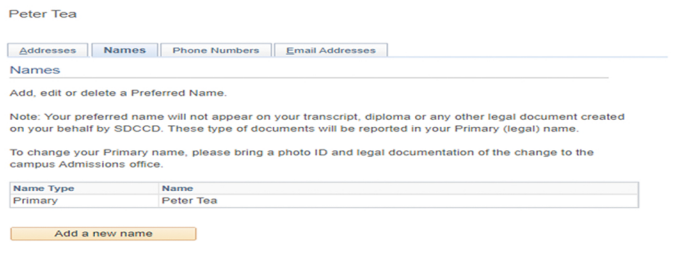# How to change your preferred name in Canvas

Attention: In order for students to change their preferred name in Canvas, they will have to request the change in their MySDCCD Portal.
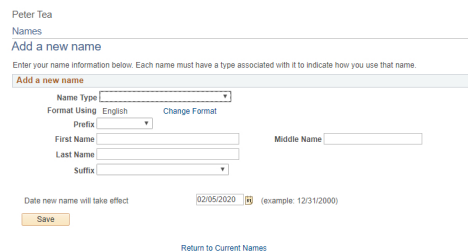
1. Log in to your MySDCCD Portal at https://myportal.sdccd.edu/
2. Then navigate to access your college student dashboard.
3. Next you're going to navigate to the "Personal Information" tab on the right hand side of the screen.
4. And then click on the "Personal Information" tab in the drop down menu.

5. On this page they will see their current home and mailing address but we're going to select "Names" on the top of the screen.

6. The student will click on "Add a new name"

7. Then they will be prompted to add their preferred name

*Please note that these changes may not be instantaneous in Canvas and may take a few hours.