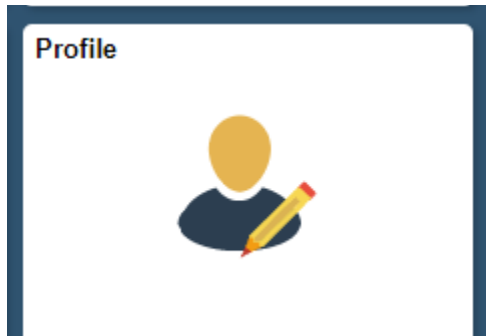
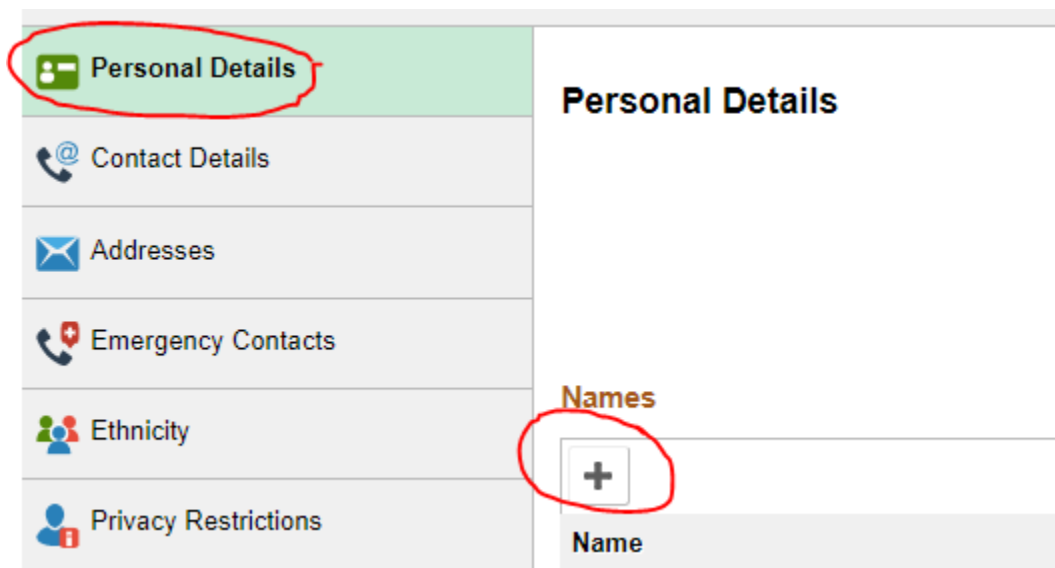


1. Log into your student portal home page.
2. Click on the "Profile" tile.



3. On the "Personal Details" tab, you will see "Names". You will click the + button to add a name.



4. When the add name box appears, make sure it says "Type: Degree". You will fill in **ONLY** the first, middle, and last name boxes. **Do not change Name format, do not fill in prefix. You can fill in suffix if you are Jr., Sr., or I, II, III etc.** Click save.

Cancel **Add Name** Save

Type **Degree**

\*Name Format English ▼

Prefix ▼

**\*First Name**

**Middle Name**

**\*Last Name**

Suffix ▼

5. Your name should be listed as Degree name. It will only show your first and last name on the personal details tab. If you want to make sure, click on degree name type “degree” and your full name should appear.

Type
Primary
Preferred
<b>Degree</b>