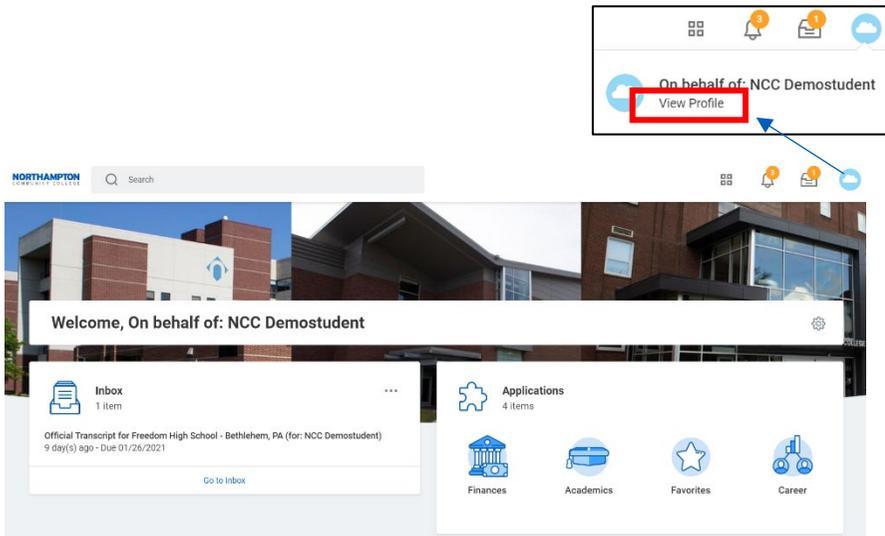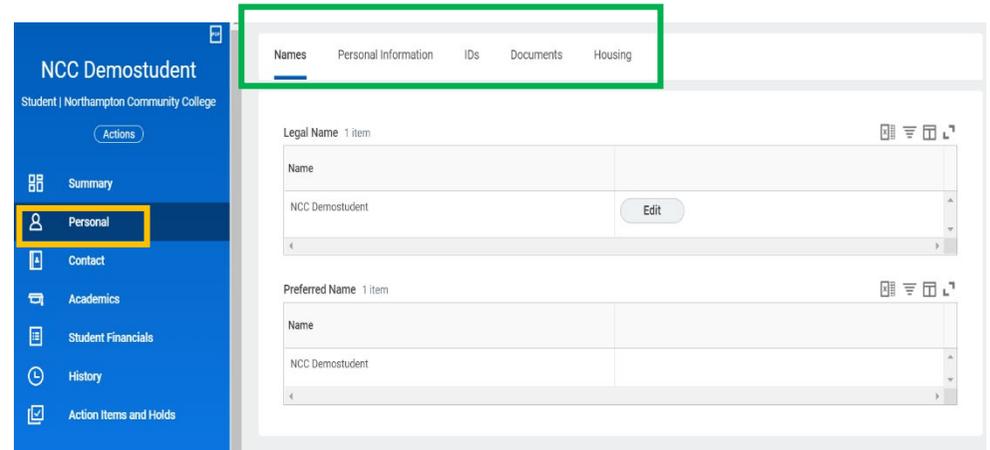# Change Personal Information

Overview

Adding and changing personal information such as a Preferred/Legal Name, Date of Birth, Citizenship, and viewing Student ID or Student Documentation

1. From your Landing/Home Page, click on the cloud in the upper right corner, then click "View Profile". (View 1)

View 1

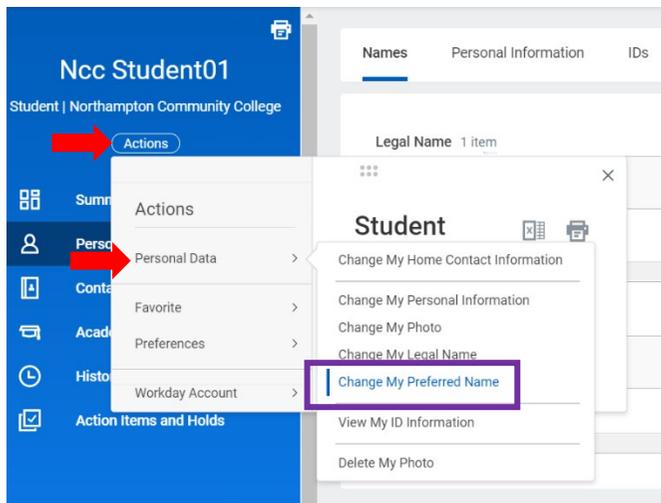2. From the blue panel on the left, choose the "Personal" tab. (View 2)

View 2

3. Navigate to the desired information using the page headers, click "Edit" or the pencil to change or update information. (View 2)
    a. Names – Change Legal Name or add a Preferred Name.
        i. To add a Preferred Name, click "Related Actions", Choose Personal Data, click "Change My Preferred Name", uncheck "Use my Legal Name as Preferred" (view 3)
    b. Personal Information – Review or edit date of birth, marital status, nationality, citizenship, etc.
    c. IDs – View and/or verify IDs.
    d. Documents – View student documents
    e. Housing – View campus housing status

Change Personal Information

View 3

4. Supporting documents maybe required when updating/changing certain data such as legal name. (View 4)
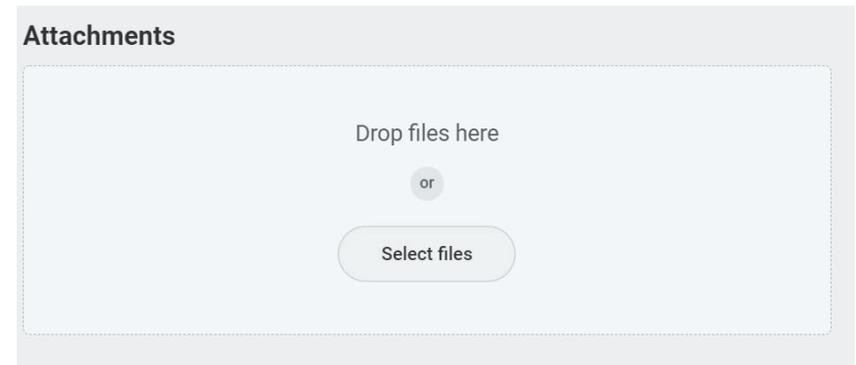
View 4

5. When you have made your desired changes and uploaded any supporting documentation, click "Submit".