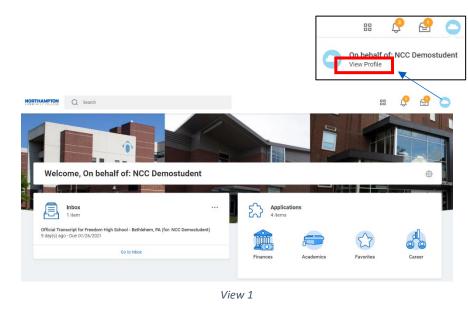
Change Personal Information

Overview

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

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



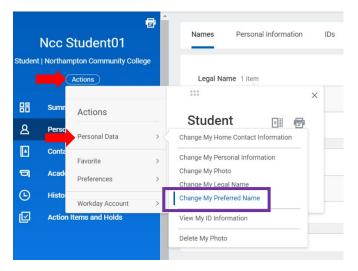
2. From the blue panel on the left, choose the <u>"Personal" tab</u>. (View 2)

N	CC Demostudent	Names Personal Information IDs Documents Housing	
tudent	t Northampton Community College		
	Actions	Legal Name 1 item	
88	Summary	Name	
8	Personal	NCC Demostudent Edit	
Ŀ	Contact	<u>«</u>	*
a	Academics	Preferred Name 1 item	
	Student Financials	Name	
Ð	History	NCC Demostudent	
Ø	Action Items and Holds	4)

View 2

- 3. Navigate to the desired information using the <u>page headers</u>, click "Edit" or the pencil to change or update information. (View 2)
 - a. Names Change Legal Name or add a Preferred Name.
 - To add a Preferred Name, click "Related Actions", Choose Personal Data, click <u>"Change My Preferred Name"</u>, 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

Change My Preferred Name NCC Demostudent							
Use Legal Name Country	As Preferred Name						
Prefix							
First Name 🔺	NCC						
Middle Name							
Last Name 🔺	Demostudent						
Suffix	·=						

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

	Attachments	
	Drop files here or Select files	
	View 4	
5.	When you have made your desired changes and uploaded any support documentation, click "Submit".	ing: