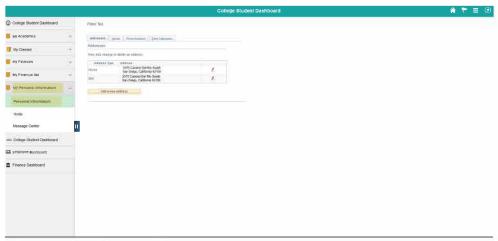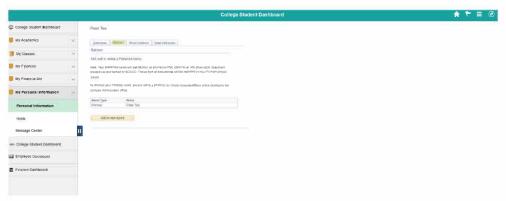**SAN DIEGO COMMUNITY COLLEGE DISTRICT**

# Online Learning Pathways

# How to change your preferred name in Canvas
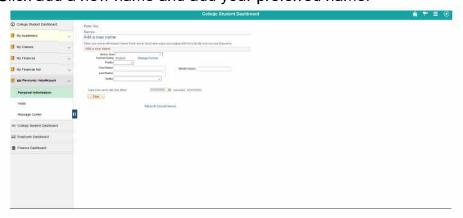
1. Log in to your MySDCCD Portal at https://myportal.sdccd.edu/
2. Navigate to your college student dashboard
3. Navigate to the "Personal Information" tab on the right-hand side of the screen
4. Click on the "Personal Information" tab in the drop-down menu



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



6. Click add a new name and add your preferred name.



*Changes may take up to one business day to process.