

How to change your preferred name in Canvas

1. Log in to your MySDCCCD 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

College Student Dashboard

College Student Dashboard

My Academics

My Classes

My Finances

My Financial Aid

My Personal Information

Personal Information

Home

Message Center

College Student Dashboard

Employee Dashboard

Finance Dashboard

Peter Test

Address

John Doe

Home Address

Save Address

Address

View and manage my address on myBISD.

Personal Information

Address

1075 Central Express Road

San Diego, California 92101

edit

Address

2075 Central Express Road

San Diego, California 92101

edit

add a new address

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.

[illegible]

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

[illegible]

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