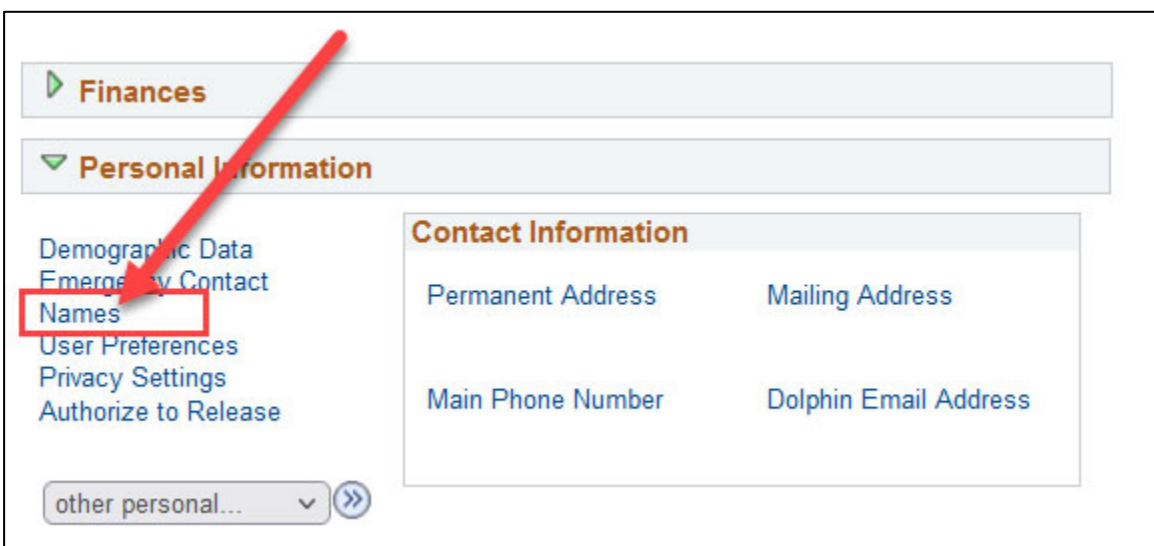


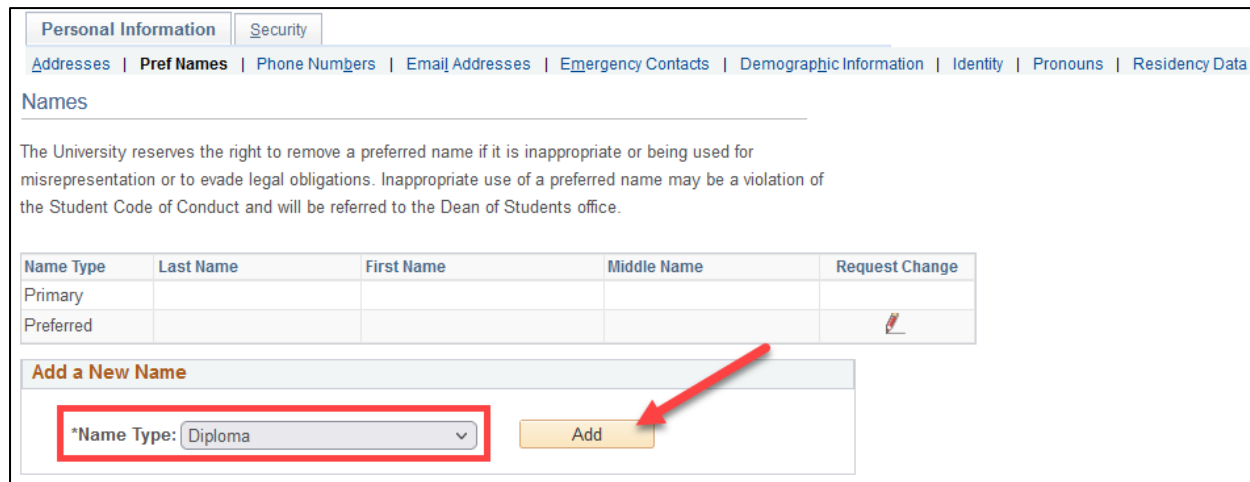
This guide shows students how to add a Diploma Name to their Student Record in CI Records. If you experience any issues using the Diploma Name feature of the Student Center, please contact us at registrar@csuci.edu or call us at (805) 437-8500.

1. Log in to you myCI Account
2. Click on the CI Records Tile
3. Under the **Personal Information** section, click on the **Names** link




The screenshot shows the 'Personal Information' section of the myCI account. On the left, there is a sidebar with links: Demographic Data, Emergency Contact, **Names** (highlighted with a red box and a red arrow), User Preferences, Privacy Settings, and Authorize to Release. Below these links is a dropdown menu labeled 'other personal...' with a right arrow icon. On the right, there is a 'Contact Information' section with links for Permanent Address, Mailing Address, Main Phone Number, and Dolphin Email Address.

4. In the **Names** page, click the dropdown menu under **Add a New Name**
5. Select **Diploma**
6. Click **Add**



The screenshot shows the 'Names' page in the myCI account. At the top, there are tabs for 'Personal Information' and 'Security'. Below the tabs is a navigation bar with links: Addresses, **Pref Names**, Phone Numbers, Email Addresses, Emergency Contacts, Demographic Information, Identity, Pronouns, and Residency Data. The main heading is 'Names'. Below the heading is a paragraph: 'The University reserves the right to remove a preferred name if it is inappropriate or being used for misrepresentation or to evade legal obligations. Inappropriate use of a preferred name may be a violation of the Student Code of Conduct and will be referred to the Dean of Students office.' Below the paragraph is a table with columns: Name Type, Last Name, First Name, Middle Name, and Request Change. The table has two rows: 'Primary' and 'Preferred'. Below the table is a section titled 'Add a New Name'. It contains a dropdown menu labeled '*Name Type:' with 'Diploma' selected (highlighted with a red box) and an 'Add' button (highlighted with a red arrow).

| Name Type | Last Name | First Name | Middle Name | Request Change |
|-----------|-----------|------------|-------------|---|
| Primary | | | | |
| Preferred | | | |  |



7. Enter your preferred *First* and *Middle* name to print on your Diploma
8. Click Save

Preferred Names Change Request

The University reserves the right to remove a preferred name if it is inappropriate or being used for misrepresentation or to evade legal obligations. Inappropriate use of a preferred name may be a violation of the Student Code of Conduct and will be referred to the Dean of Students office.

Name Type: Diploma

Current Preferred First Name:

Current Preferred Middle Name:

Current Preferred Last Name:

Requested Preferred Name

First Name **Middle Name**

Last Name

9. Review the new **Diploma Name** and make any edits with the *Pencil* icon

Personal Information | **Security**

[Addresses](#) | [Pref Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Identity](#) | [Pronouns](#) | [Residency Data](#)

Names

The University reserves the right to remove a preferred name if it is inappropriate or being used for misrepresentation or to evade legal obligations. Inappropriate use of a preferred name may be a violation of the Student Code of Conduct and will be referred to the Dean of Students office.

| Name Type | Last Name | First Name | Middle Name | Request Change |
|-----------|-----------|------------|-------------|----------------|
| | | | | |
| Diploma | Dolphin | Ekho | the | |

10. Your Diploma Name is now in the system and will appear on your **Graduation Application Status** page and your **Diploma**.