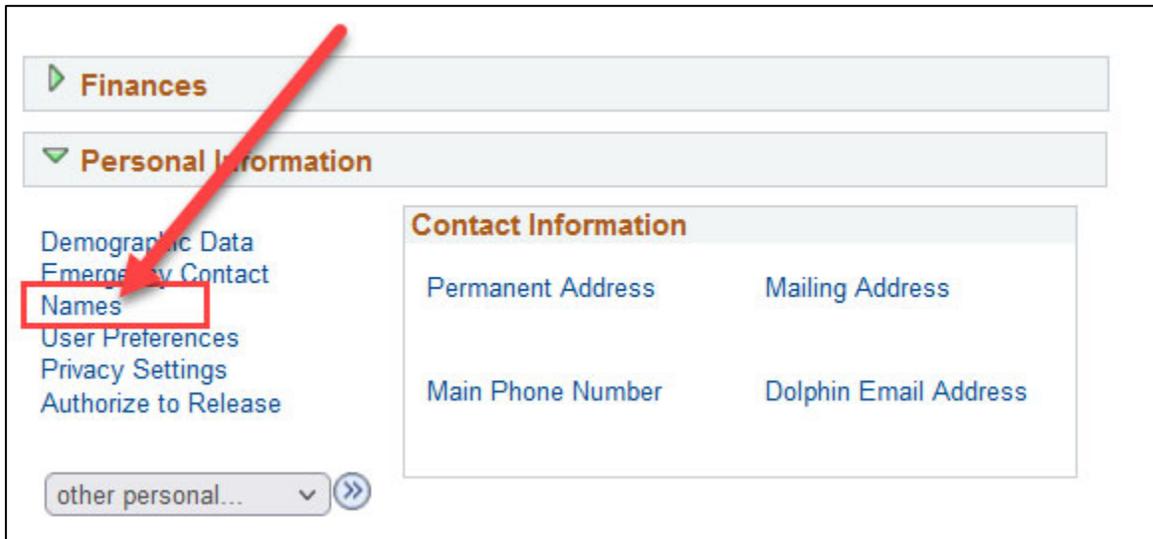
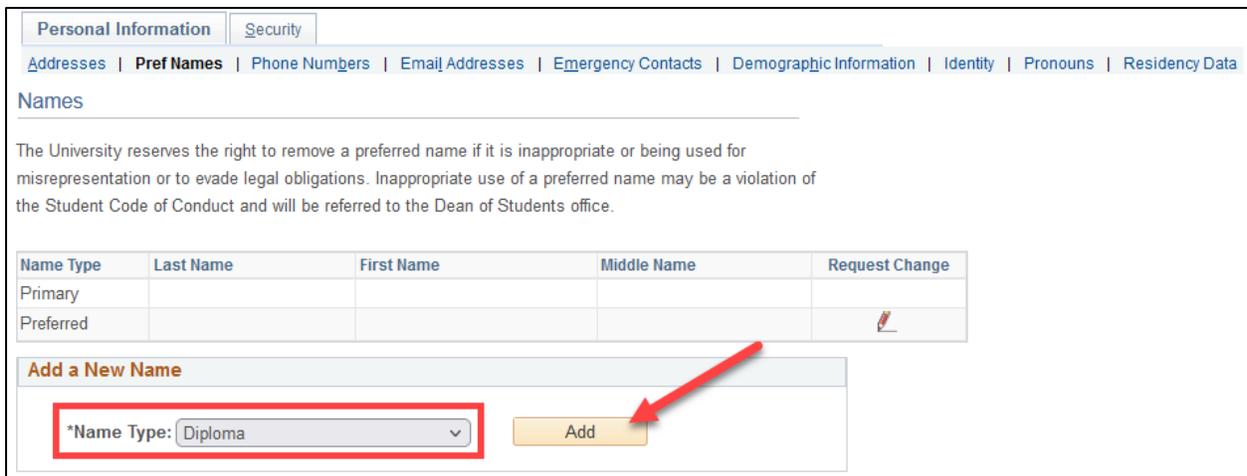


This guide shows students how to add a Diploma Name to their Student Record in CI Records. If you experience any issues using the Diploma Name feature of the Student Center, please contact us at registrar@csuci.edu or call us at (805) 437-8500.

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



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 system. 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'. A paragraph of text states: '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 this is a table with columns: Name Type, Last Name, First Name, Middle Name, and Request Change. The table has two rows: 'Primary' and 'Preferred'. Under the 'Preferred' row, there is a small edit icon. Below the table is the 'Add a New Name' section. It features a dropdown menu labeled '*Name Type:' with 'Diploma' selected, which is highlighted with a red box. To the right of the dropdown is an 'Add' button, also 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

Cancel
Save

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**.