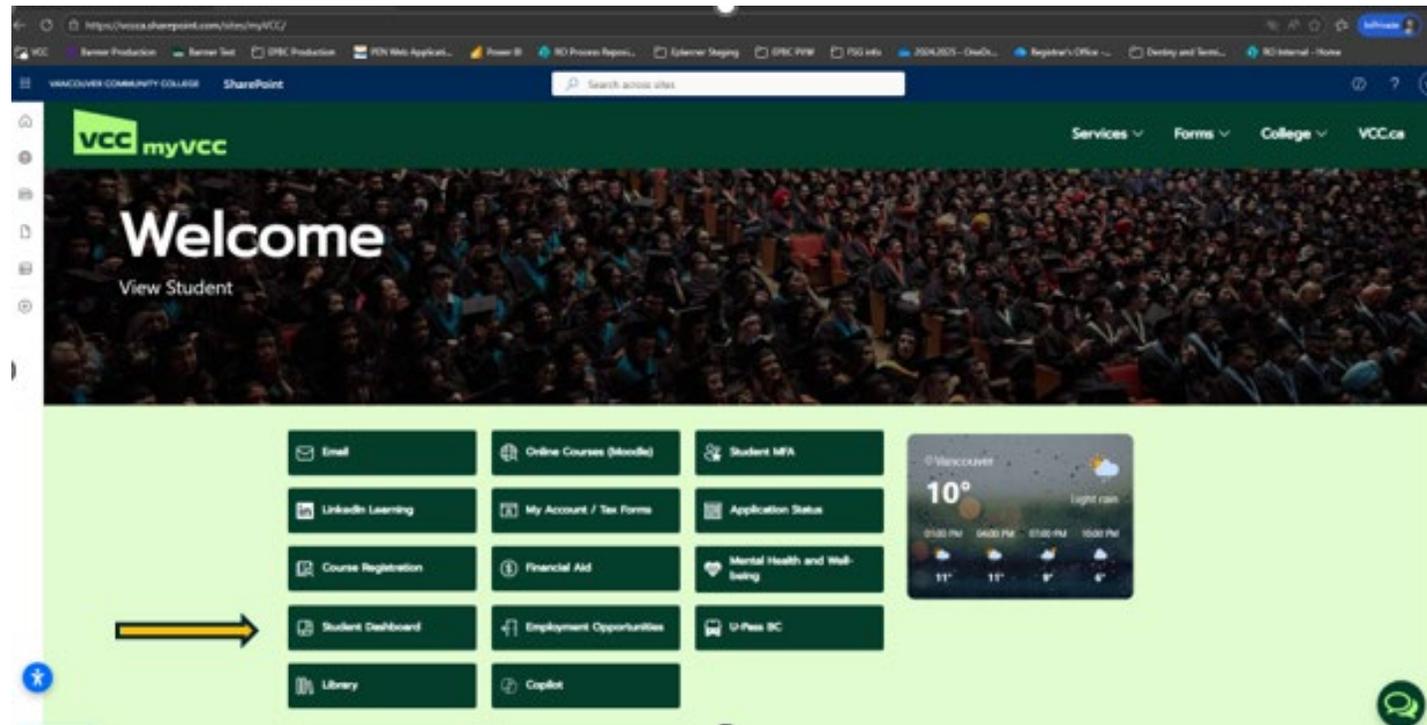


# How to Update Your Preferred Name

A step-by-step guide

# Login to my.vcc.ca

- Select 'Student Dashboard'

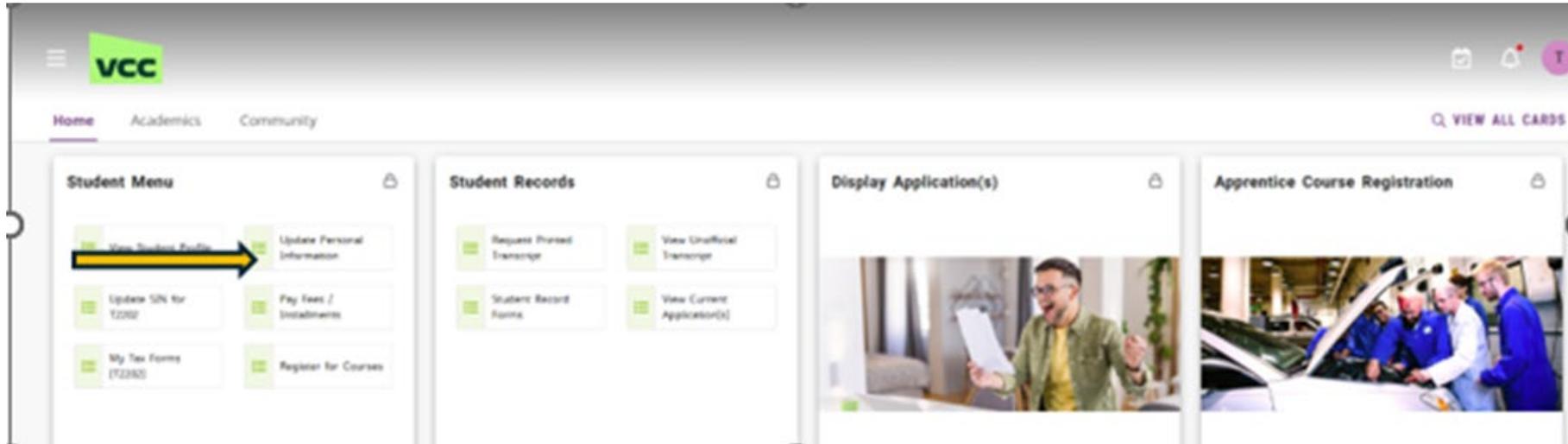


We respectfully acknowledge that Vancouver Community College is located on the traditional and unceded territories of the x<sup>w</sup>məθk<sup>w</sup>əy̓əm (Musqueam), Sḵwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations.



# On the Student Menu

- Select 'Update Personal Information'



We respectfully acknowledge that Vancouver Community College is located on the traditional and unceded territories of the x<sup>w</sup>məθk<sup>w</sup>əy̓əm (Musqueam), S<sup>k</sup>wxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations.

# Under Personal Details

- Click 'Edit'



The screenshot shows a student profile page. On the left, there is a section titled "Student, View Testing" with an ID number "00040099" and a phone number "604 2222222". The main section is titled "Personal Details" and contains the following information:

Field	Value
First Name	View
Date of Birth	September 5, 2002
Middle Name	-
Preferred First Name	Testing
Last Name	Student
Gender	Male Gender

At the bottom of the "Personal Details" section, there is an "Email" field and an "Add New" button. A yellow arrow points to the "Edit" button in the top right corner of the "Personal Details" section.

We respectfully acknowledge that Vancouver Community College is located on the traditional and unceded territories of the x<sup>w</sup>məθk<sup>w</sup>əy̓əm (Musqueam), Sḵwxwú7mesh (Squamish), and səilwətał (Tsleil-Waututh) Nations.

# Change or add your preferred name

- Type in the 'Preferred First Name' box
- Click 'Update' to save your changes

The screenshot shows a user profile page on the left and an 'Edit Personal Details' modal window on the right. The modal window has a title bar with a close button (X) and an information icon (i). It contains several input fields: 'First Name' (containing 'View'), 'Middle Name' (empty), 'Last Name' (containing 'Student'), 'Date of Birth' (containing 'September 5, 2002'), 'Preferred First Name' (containing 'Prefer'), and 'Gender' (a dropdown menu with 'Male Gender' selected). A yellow arrow points from the 'Date of Birth' field to the 'Preferred First Name' field. At the bottom of the modal, there are two buttons: 'Cancel' and 'Update'. A yellow star is placed over the 'Update' button. The background shows a sidebar with 'Personal Information' and 'Personal Details' sections.

We respectfully acknowledge that Vancouver Community College is located on the traditional and unceded territories of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), S<sup>k</sup>wxwú7mesh (Squamish), and səilwətał (Tseil-Waututh) Nations.

# Done!

## Personal Details

 [Edit](#)

**First Name**

View

**Middle Name**

-

**Last Name**

Student

**Date of Birth**

September 5, 2002

**Preferred First Name**

Prefer

**Gender**

Male Gender



We respectfully acknowledge that Vancouver Community College is located on the traditional and unceded territories of the x<sup>w</sup>məθk<sup>w</sup>əy<sup>əm</sup> (Musqueam), S<sup>k</sup>wx<sup>w</sup>ú7mesh (Squamish), and səilwətał (Tseil-Waututh) Nations.