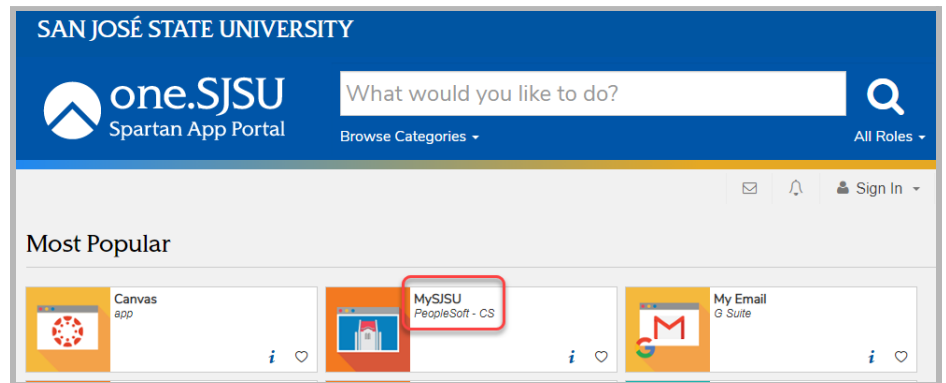


Students may use a different name other than their Primary (legal) Name on their diploma. Students must add a Diploma Name to their records in their MySJSU by posted deadlines, otherwise the Primary (legal) Name will be used.

This guide will show you how to add or update your diploma name through the MySJSU student portal.

**The one.sjsu.edu homepage displays.**

1. Go to [one.sjsu.edu](https://one.sjsu.edu)
2. Click the **MySJSU** tile.  
If you can't find the MySJSU tile, search for it in the "What would you like to do?" search bar at the top of the page.



**If you see the MySJSU sign-in page, please continue to Step #3.**

**If you see the Student Center page, please continue to Step #4.**

**The MySJSU sign-in page displays.**

3. Enter your **9-digit SJSU ID** and **Password**. Click the **Sign In** button.

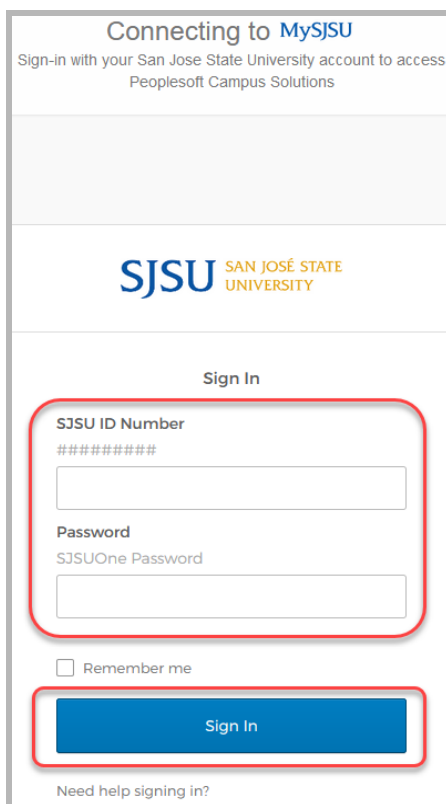
If you have forgotten your password, go to the [Reset Password](#) page and enter the 9-digit SJSU ID. Choose one of the two options listed to reset your password.

You can also go to the FAQ section in the [Password Help](#) page for additional assistance.

If you continue to have problems, please contact IT Service Desk.

408-924-1530

[itservicedesk@sjsu.edu](mailto:itservicedesk@sjsu.edu)



**The Student Center page displays.**

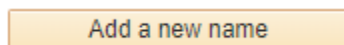
- Click on the [Names](#) link under the *Personal Information* section.

**If you are adding a new diploma name, please continue to Step #5.**

**If you need to update your diploma name, please continue to Step #10.**

**The Personal Information - Names page displays.**

- Click on the




button.

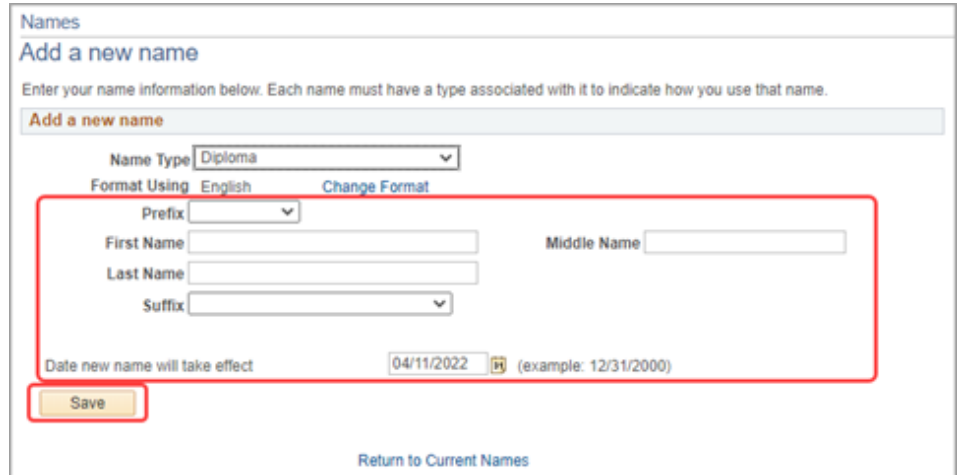
Name Type	Name
Primary	Sammy Spartan
Preferred	Sammy Spartan

**The Add a new name page displays.**

- Click on the *Name Type* dropdown and select **Diploma**.

- Fill out all the appropriate information and then click the  button .

**Note:** You may use special characters in the diploma name.



**Names**  
Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type

Format Using  [Change Format](#)

Prefix

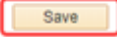
First Name

Last Name

Middle Name


Suffix

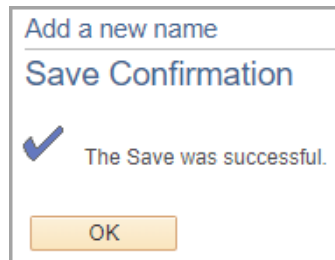
Date new name will take effect  (example: 12/31/2000)



[Return to Current Names](#)


**The Save Confirmation page displays.**

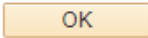
- Click the  button.
- You have **successfully** added a diploma name.




Add a new name

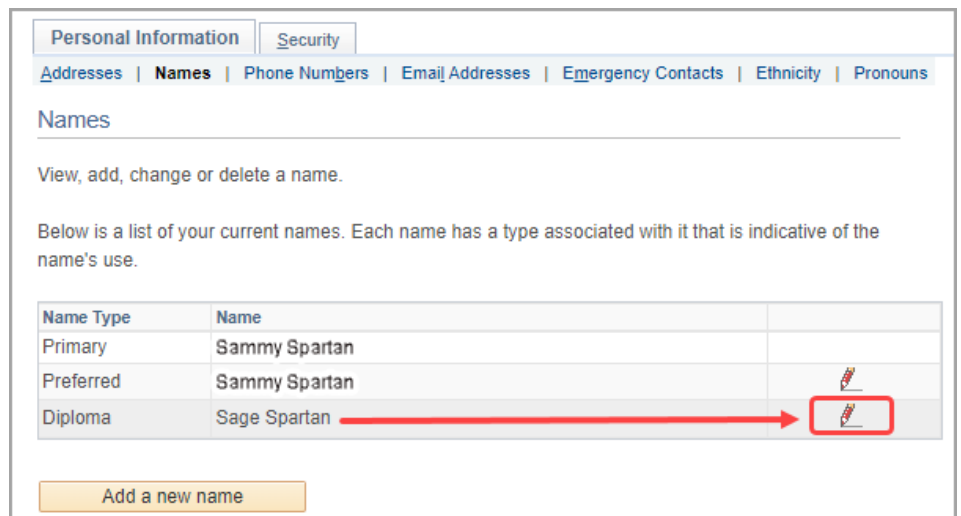
**Save Confirmation**

 The Save was successful.



**The Personal Information - Names page displays.**

- To Update your diploma name, click on the  icon next to your diploma name.





**Personal Information** | **Security**


[Addresses](#) | **Names** | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Ethnicity](#) | [Pronouns](#)

**Names**

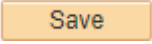
View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name	
Primary	Sammy Spartan	
Preferred	Sammy Spartan	
Diploma	Sage Spartan	



**The Change name page displays.**

11. Edit the relevant information and click the  button .

Names

### Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

**Change name**

Name Type Diploma  
Format Using English [Change Format](#)


Prefix

First Name  Middle Name

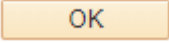
Last Name

Suffix

Date changes will take effect  (example: 12/31/2000)




**The Save Confirmation page displays.**

12. Click the  button.
13. You have **successfully** updated your diploma name.

### Add a new name

### Save Confirmation

 The Save was successful.

