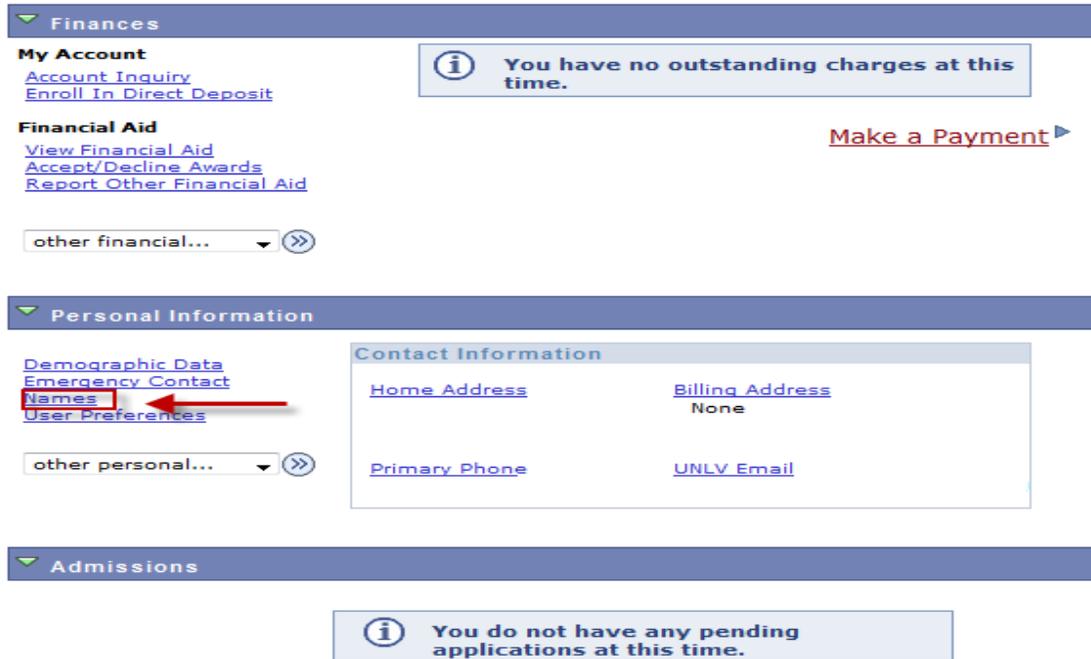


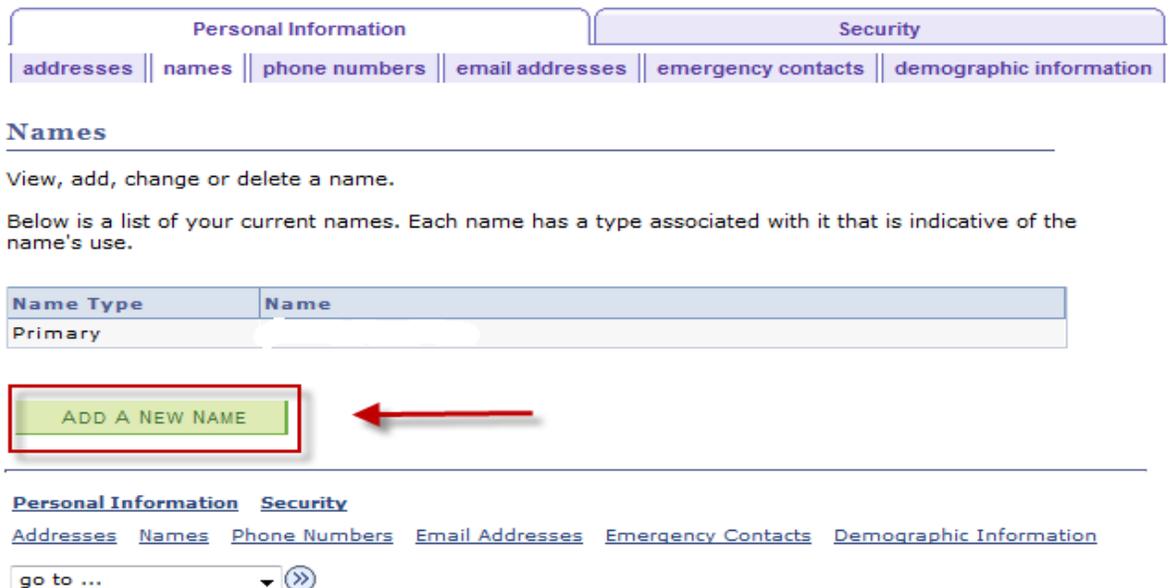
## Instructions for Entering a Degree (Diploma) Name in MyUNLV

1). Go to the MyUNLV Student Center and click on the names hyperlink under “Personal Information.”



The screenshot shows the MyUNLV Student Center navigation menu. The 'Finances' section is expanded, showing 'My Account' with links for 'Account Inquiry' and 'Enroll In Direct Deposit', and 'Financial Aid' with links for 'View Financial Aid', 'Accept/Decline Awards', and 'Report Other Financial Aid'. A 'Make a Payment' button is also visible. The 'Personal Information' section is also expanded, showing links for 'Demographic Data', 'Emergency Contact', 'Names', and 'User Preferences'. A red box highlights the 'Names' link, and a red arrow points to it. The 'Admissions' section is also expanded, showing a message: 'You do not have any pending applications at this time.'

2). Click “add a new name” if you have not already submitted a degree (diploma) name



The screenshot shows the 'Names' page in the MyUNLV Student Center. The page is divided into two tabs: 'Personal Information' and 'Security'. The 'Personal Information' tab is active, and the 'Names' link is selected. Below the tabs, there is a navigation bar with links for 'addresses', 'names', 'phone numbers', 'email addresses', 'emergency contacts', and 'demographic information'. The 'Names' section is titled 'Names' and contains the text: '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.' Below this text is a table with two columns: 'Name Type' and 'Name'. The table contains one row with 'Primary' in the 'Name Type' column and a redacted name in the 'Name' column. Below the table is a green button labeled 'ADD A NEW NAME', which is highlighted with a red box and a red arrow pointing to it. At the bottom of the page, there is a navigation bar with links for 'Personal Information' and 'Security', and a 'go to ...' dropdown menu.

Name Type	Name
Primary	[Redacted]

3). Select "degree" as a name type and then enter the first and last name you wish to appear on your diploma. Middle name or initial is an option as well. Remember to click the save button to complete this update

## Names

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### 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

<b>Name Type:</b>	<input type="text" value="Degree"/>	←
<b>Format Using:</b>	English <a href="#">Change Format</a>	
<b>Prefix:</b>	<input type="text"/>	
<b>First Name:</b>	<input type="text" value="Sample"/>	<b>Middle Name:</b> <input type="text"/>
<b>Last Name:</b>	<input type="text" value="Student"/>	
<b>Suffix:</b>	<input type="text"/>	

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

←

[Return to Current Names](#)