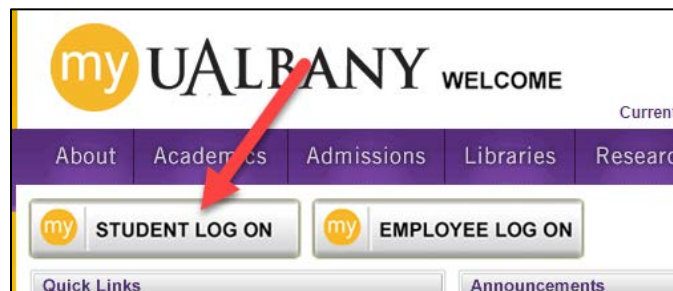


How to Update Name and Diploma Information

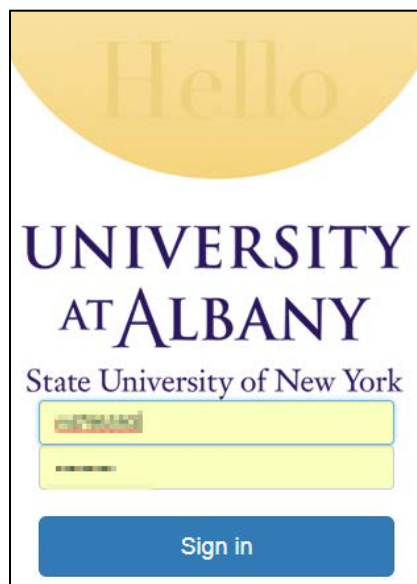
- Login to MyUAlbany. Select the MyUAlbany link from the homepage.



- Select 'Student Log On'.

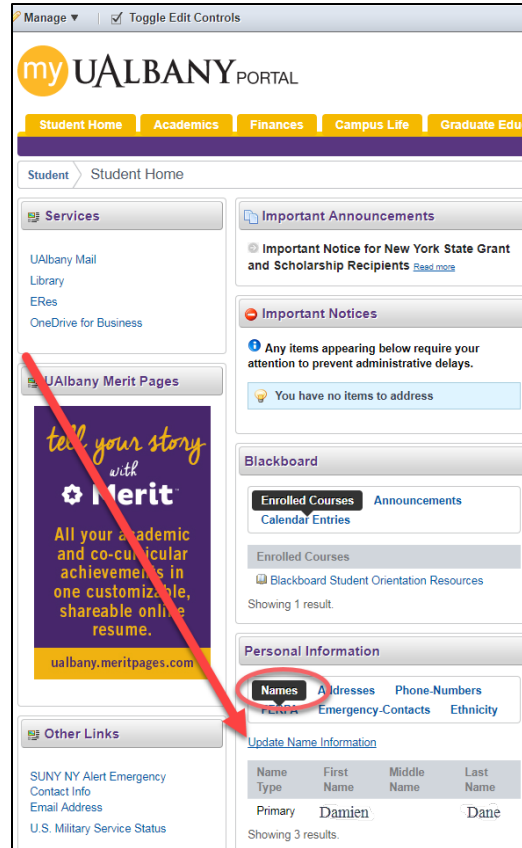


- Enter your NetID and Password and click Sign In.



UPDATING NAME

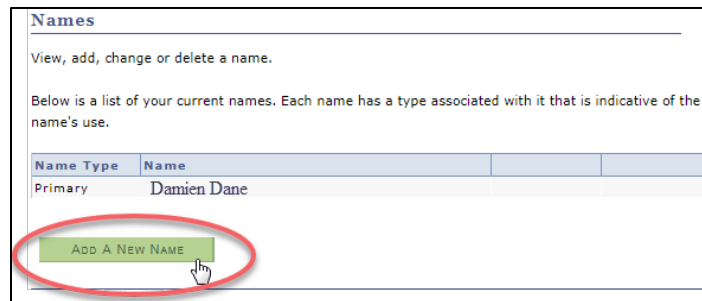
- Once you are logged in, scroll down to 'Personal Information' and select 'Update Name Information'.



The screenshot shows the myUAlbany Portal interface. The 'Personal Information' section is expanded, and the 'Names' tab is selected. A red arrow points to the 'Update Name Information' link. Below the link is a table with columns for Name Type, First Name, Middle Name, and Last Name. The table shows one entry: Primary, Damien, and Dane.

Name Type	First Name	Middle Name	Last Name
Primary	Damien		Dane

- If you already have a 'Degree Name', you may edit it. If you do NOT have a 'Degree Name', click 'Add a New Name'.



The screenshot shows the 'Names' page. It contains a table with columns for Name Type and Name. The table has one entry: Primary, Damien Dane. Below the table is a green button labeled 'Add A New Name' which is circled in red.

Name Type	Name
Primary	Damien Dane


- Select 'Degree' from the drop down. **Preferred name will NOT print on your diploma.** You MUST add a 'Degree 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:

Suffix:

Middle Name:

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

[Return to Current Names](#)

- Enter the changes you wish to have printed on your diploma (e.g., adding a middle initial or middle name). Click save when you are done.

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: **Middle Name:**

Last Name:

Suffix:

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

[Return to Current Names](#)

- Make sure you receive the 'Save Confirmation'. You may click OK to return to MyUAlbany home page.

Add a new name

Save Confirmation

 **The Save was successful.**

UPDATING ADDRESS

- Under 'Personal Information,' click on 'Addresses' and then 'Update Address Information'.

The screenshot shows the myUAlbany Portal interface. The 'Personal Information' section is expanded, and the 'Addresses' tab is selected and circled in red. Below it, the 'Update Address Information' link is also circled in red. A red arrow points from the 'Update Address Information' link to the 'Addresses' tab. The table below shows the current address information:

Address Type	Address 1	Address 2	City	State	Zip Code
Permanent	123 Main Street		Albany	NY	12203

- You may edit your 'Permanent Address' or add a 'Degree Address' by clicking 'Add a New Address'.

The screenshot shows the 'Addresses' page with the following table:

Address Type	Address	
Permanent	123 Main Street Albany, NY 12203	edit

At the bottom of the page, the 'Add A New Address' button is circled in red.

- Enter the address and click 'OK' when you are done.

Edit Address

Country: United States [Change Country](#)

Address 1: 456 Central Ave.

Address 2:

Address 3:

City: Albany State: NY New York Postal: 12203

County: Albany

- You must check the box next to 'Degree' and then click 'Save'.

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

456 Central Ave.
Albany, NY 12203
Albany [Edit Address](#)

Date new address will take effect: 08/09/2017 (example: 12/31/2000)

[Return to Current Addresses](#)

Address Types

- Mail *
- Business
- Campus *
- Billing
- Permanent *
- Preferred
- Refund
- Home/Off-Campus
- Degree
- Off-Campus
- SEVIS Foreign
- SEVIS USA

- Make sure you receive the 'Save Confirmation'. You may click OK to return to the MyUAlbany home page.

Add a new address

Save Confirmation

The Save was successful.