

Did you know that you can update your Chosen name at Chaffey College?

Here's how to:

**STEP
#1**

Log in to the [MyChaffey Portal](#) and select Tools on the menu. Expand the "Student Records and Information Forms" and choose the "Student Update Form."

**STEP
#2**

On the Student Information Update page, under "Please select which information you would like to update," select "Name Change Correction."

***Note:** Since this is a Chosen name change, ignore the new legal name section.

**STEP
#3**

Enter your current name on file in the "Current Chosen First Name" field and enter your new chosen name in the "Chosen First Name" field.

**STEP
#4**

Submit the form to update your Chosen name in the Chaffey College database!

A Chosen name will be visible in the following areas:

- Class roster
 - Transcripts
 - Diploma (optional)
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Campus ID reprints are free after adding a Chosen name!

***Processing time is within 2-4 business days**

