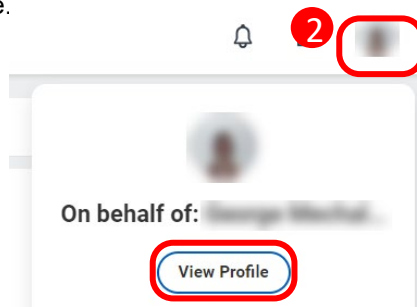


# Add Your Diploma Name

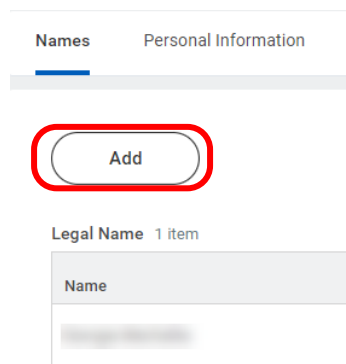
Use this card to understand how to add a Diploma name to be used instead of your legal name on your diploma

## Find ...

1. Log into [UR Student](#) using your AD Account Name and password
2. Click the **Profile** (picture or cloud) icon at the top right of the screen and click on View Profile to access your student profile.

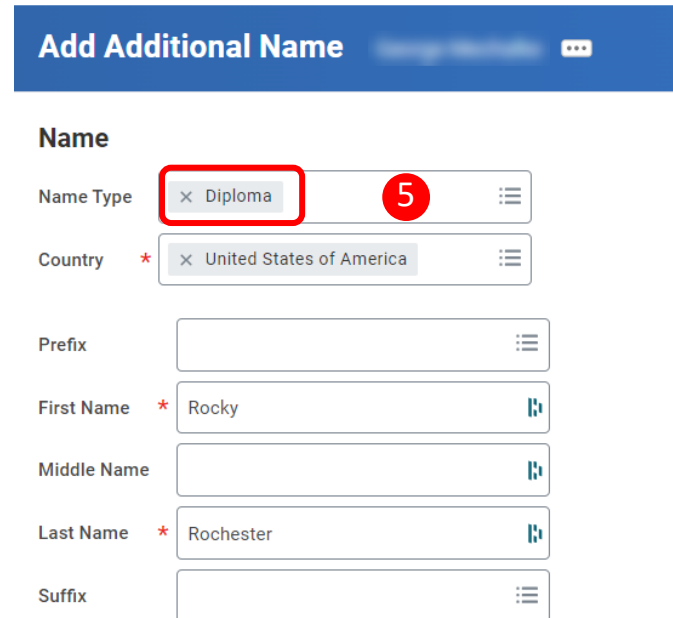


3. From the Profile page select **Personal** from the left (blue) menu
4. On the Names tab, click on Add



## Cont. ...

5. Enter the name as you would like it to appear on your Diploma. It is CRITICAL that you select the Name Type value of Diploma!



<b>Add Additional Name</b>	
<b>Name</b>	
Name Type	<input type="text" value="x Diploma"/> 5
Country *	<input type="text" value="x United States of America"/>
Prefix	<input type="text"/>
First Name *	<input type="text" value="Rocky"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Rochester"/>
Suffix	<input type="text"/>

**Tip: Pay special attention to upper and lower case letters, spacing, abbreviations and accent marks. Your name will print exactly as you have submitted, in First Name, Middle Name, Last Name order.**