



Updating Name in D2L via myCamosun

This tutorial is for individuals who have previous experience using myCamosun. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

Camosun College recognizes that your name is important, and that many members of its community may choose to use a name other than their legal name to identify themselves. You can update, as well as review your chosen name using [myCamosun](#). This tutorial covers the steps involved with updating your chosen name in myCamosun. When you update your name in myCamosun, your chosen name will display in myCamosun, Camosun ID cards, class rosters, and D2L. See TDX article [How to Set your Chosen Name](#) as well.

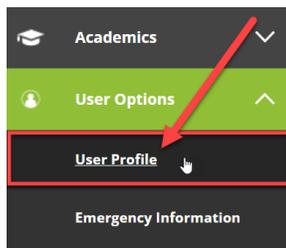
Please note: The College reserves the right to remove any chosen name that is deemed to be inappropriate, derogatory, or misrepresentative (e.g., is being used in an attempt to avoid legal obligations or confuse one's identity with that of another). Those who intentionally misuse the chosen name option may be subject to disciplinary action through either Academic or Non-Academic Misconduct as well as the Acceptable Technology Use and Standards of Conduct policies.

Steps

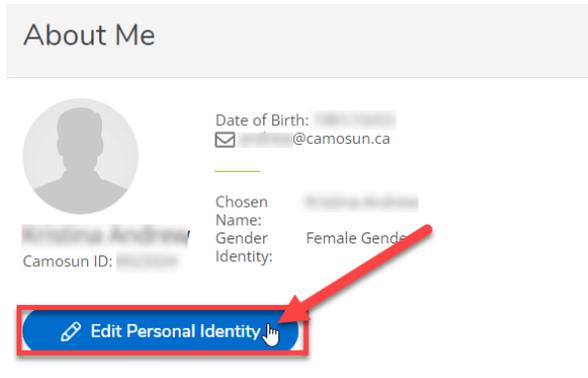
1. Login into [myCamosun](#).
2. Click the **User Options** icon.



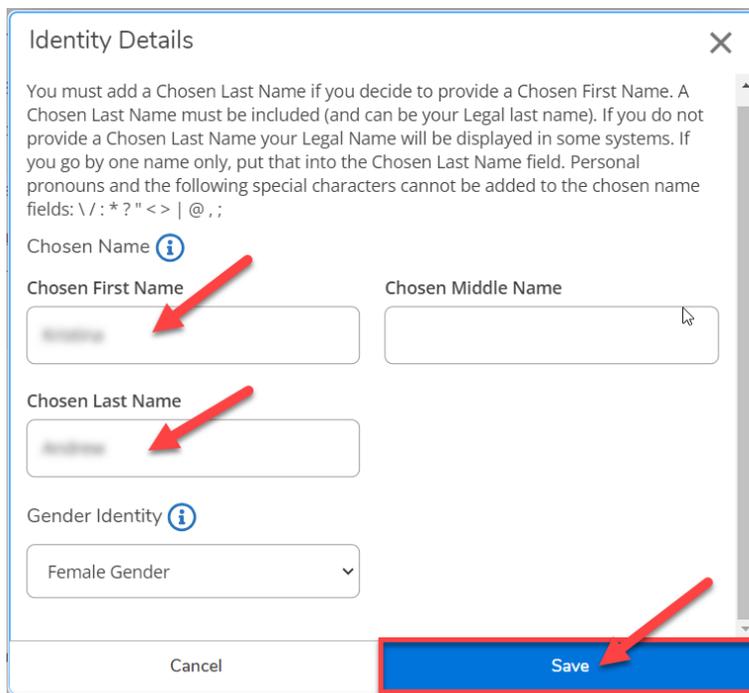
3. Select **User Profile** from the User Options drop-down menu.



4. Click Edit **Personal Identity** button.



5. Update your **Chosen Names** as needed and click **Save**.



Things to Consider

The following guidelines should be followed when setting your chosen name:

1. Chosen last name must be set (and can be set with your Legal last name) if a chosen first name is provided.
2. If you have only one name, chosen last name must be set.
3. Personal pronouns and select special characters should not be added to the chosen name fields*

* Adding personal pronouns to your online identity is being explored and is not available at this time. Special characters that should not be used are: \\/: * ? " < > | @ , ;



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