

# MyMCC/Colleague Self-Service (manage MCC account)

- [Student Name Change Request](#)

# Student Name Change Request

## Overview

These instructions are for requesting your name to be changed.

## Getting Started

To change your legal and/or preferred name.

- Log in at <https://mymcc.mclennan.edu/>
- Select User Options and then select User Profile.
- Select the 'Student Information Change Form' link.
- Once the form has been submitted, Student Records will update your name which will then propagate to your MCC accounts within two business days.
- Please monitor your student email account for any communication from them regarding the request.

## Log in Issues

**Please Note:** This process can cause Brightspace login issues until all systems are updated to reflect the new name!

## Additional Resources

If you have any questions on completing the form, please contact Student Records.

They can be reached by phone at 254-299-8507, or by email at [records@mclennan.edu](mailto:records@mclennan.edu).