

# Account Management

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MyMCC/Colleague Self-Service (manage MCC account)

# 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).

# Personal Information Update

## Overview

This article provides guidance on maintaining up-to-date personal information. Ensuring your personal email address is current allows you to reset your password and access your accounts, even if you are no longer an active student.

## Getting Started

### Personal Email Address

1. Log into your [MyMCC](#) account.
2. Select your username at the top of the page.
3. Select 'User Profile'.
4. Confirm your email address is current.
  1. Select the pencil icon to edit the email address.

### Physical Address and Phone Number

Address and phone number can be changed by contacting the [Student Records Office](#).

## Name Change

### Current Students

You may request a nickname or name change by completing the following form:

<https://mcccentral.etrive.cloud/#/form/180/?header=false&focus=true>

- Please be aware that adding or changing a Nickname, Chosen Name or Preferred Name will result in your e-mail address and username changing if the first initial in the Nickname, Chosen Name or Preferred name is different than the initial of your legal first name.
- The system may take several hours to update and may not update over the weekend. Please change or update your name when you do not have an immediate need to access Brightspace due to [Brightspace updates times](#).

## Former Students

Former students can request name change by contacting the [Student Records Office](#).

# MCC ID and Username

# Forgot MCC ID and Username

## Overview

These instructions are to recover your ID number and username.

## Getting Started

- Go to [Forgot Username](#)
- Enter your first name, last name, and your personal email address that is on file with MCC.
- Click **Submit**.
- Your username will be emailed to your personal email address.

## Account Security

Help Desk is unable to provide your McLennan Community College ID via email, in person, or over the phone due to our Security Policy.