

# 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.etrieve.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](#).

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