

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.

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