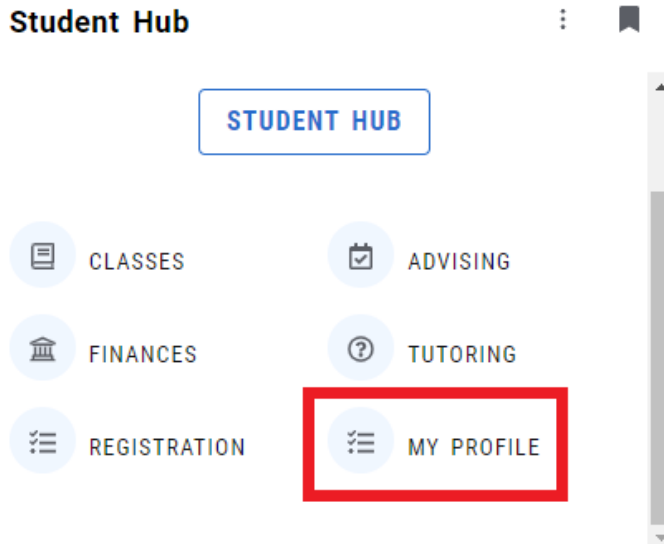


How to Change Your Preferred Fields

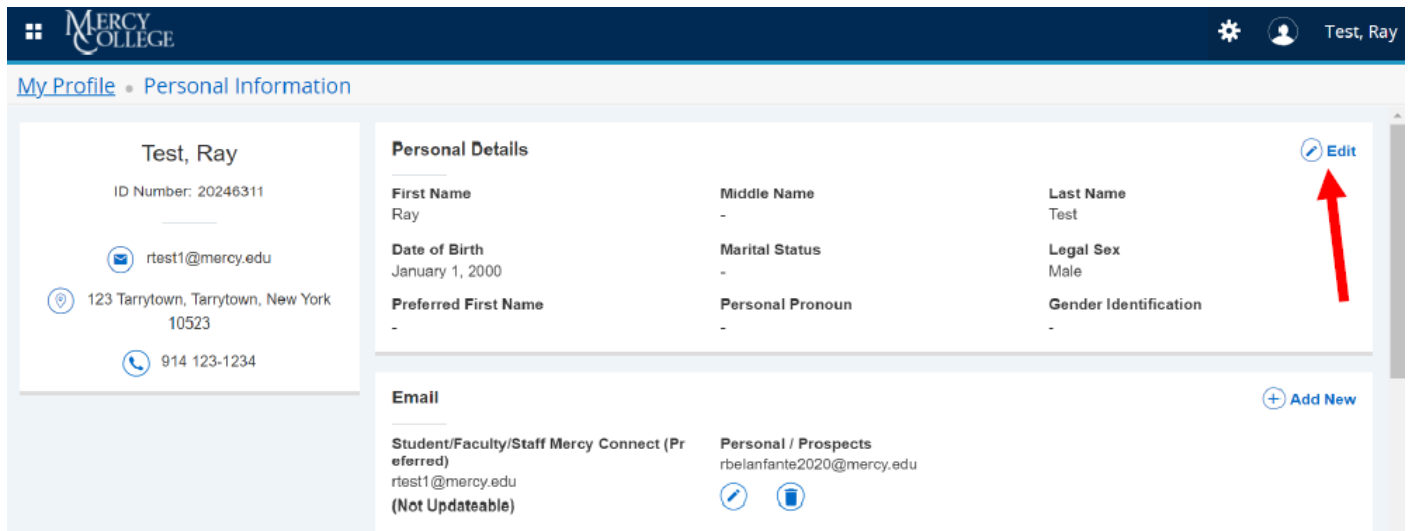
Mercy College has implemented a self-service path for students to update their preferred name, gender identification, personal pronoun, marital status, phone number, address, personal email address, and emergency contact information.

Log into [Mercy Connect](#)

1. Click 'My Profile' in the 'Student Hub' card:



2. Within your Profile, you will see all personal information displayed. Click the 'Edit' button to make adjustments on available fields, such as preferred name. You can also use these sections to update personal pronoun, gender identification, and marital status.



3. Once you have opened the screen in Edit mode, select the appropriate fields you would like to edit.

Edit Personal Details ✕

First Name <input type="text" value="Ray"/>	Middle Name <input type="text"/>	Last Name <input type="text" value="Test"/>
Date of Birth <input type="text" value="January 1, 2000"/>	Marital Status <input type="text" value="Select Marital Status"/>	Legal Sex <input type="text" value="Male"/>
Preferred First Name <input type="text" value="John"/>	Personal Pronoun <input type="text" value="Select Personal Pronoun"/>	Gender Identification <input type="text" value="Select Gender Identification"/>

Cancel
Update

- a. Preferred names can be entered and must follow the student code of conduct policies.
- b. Any field that is greyed out is not updateable, such as: Date of Birth, Legal Sex, or Legal Name. **Only editable fields can be changed through Mercy Connect.**
- c. Legal names changes cannot be selected through this process. If you are attempting to change your legal name, please reference the [Registrar Office webpage](#) to submit your request.

4. To add or edit a phone number, select the Edit button in that section of the Personal Information page. You may also edit your Emergency Contact information here.

Phone Number + Add New

Permanent
914 123-1234

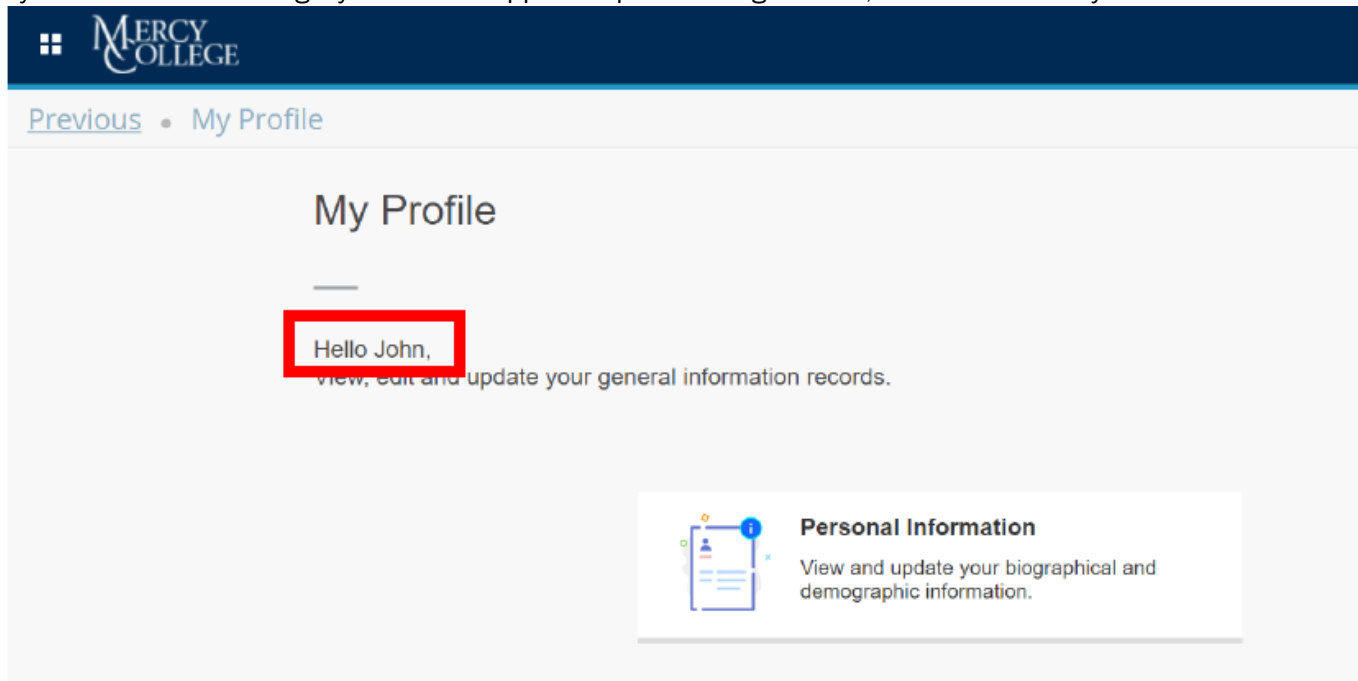
Address


Permanent
Current
10/10/2018 - (No end date)
123 Tarrytown
Tarrytown
New York 10523

Emergency Contact + Add New

There are no emergency contacts available for you to view.

5. If you have chosen to enter a preferred name, once you log out and back in to your Profile, you will see your preferred name reflected as your new first name. Preferred name changes will appear throughout the system wherever it is legally allowed to appear in place of Legal name, such as on faculty class rosters.




 [Previous](#) • [My Profile](#)

My Profile

—

Hello John,

[view, edit and update your general information records.](#)



Personal Information

View and update your biographical and demographic information.