


Diploma Name – Direct Path

If you only want to update your diploma name, the steps below can be followed at any time regardless of application for graduation status.

1	Log in to SIS http://sis.rit.edu
2	<p>Click on</p>  A square icon with a light blue border. At the top, it says "Personal Information". In the center, there is a stylized person icon with a pencil pointing to the right, indicating an edit or update function.
3	<p>To Add a Diploma Name</p> <p>Click the + under Names to add a Diploma Name (preferred name can be updated at start.rit.edu):</p>  A small rectangular box with the word "Names" in orange text at the top. Below it is a white button with a black plus sign (+).
4	<p>To Edit Diploma Name</p> <p>Click the > button next to Diploma to update your name (preferred name can be updated at start.rit.edu):</p>

Type

Primary >

Preferred >

Diploma >

Fill in the required fields

Cancel **Edit Name** Save

Type Diploma

*Name Format English ▾

Prefix ▾

*First Name Same

Middle Name

*Last Name Sample

Suffix ▾

Delete

5

Click on

