LONG BEACH
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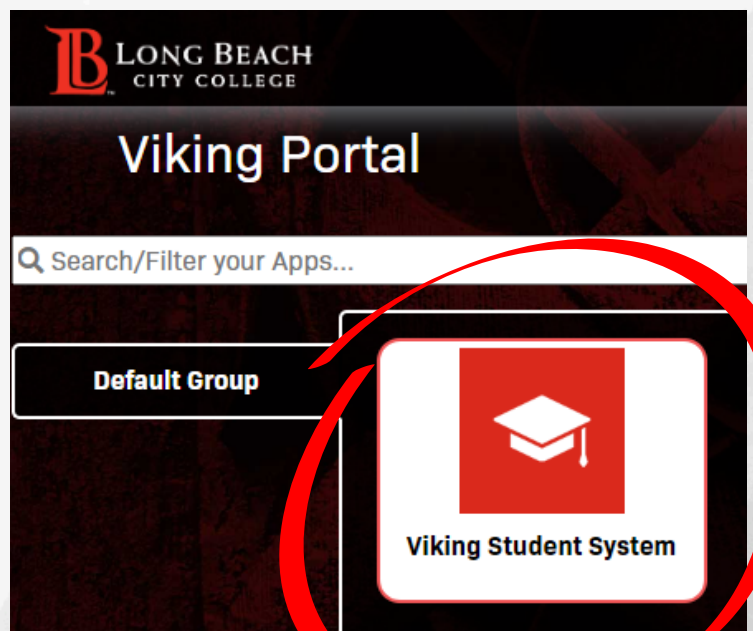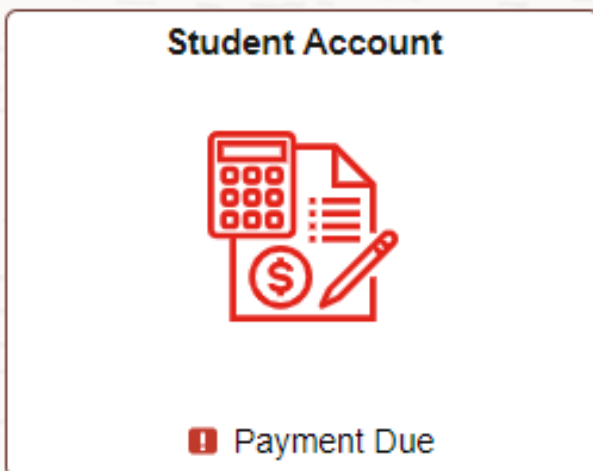# *How to Change Your Preferred Name on Viking Student System*

1.

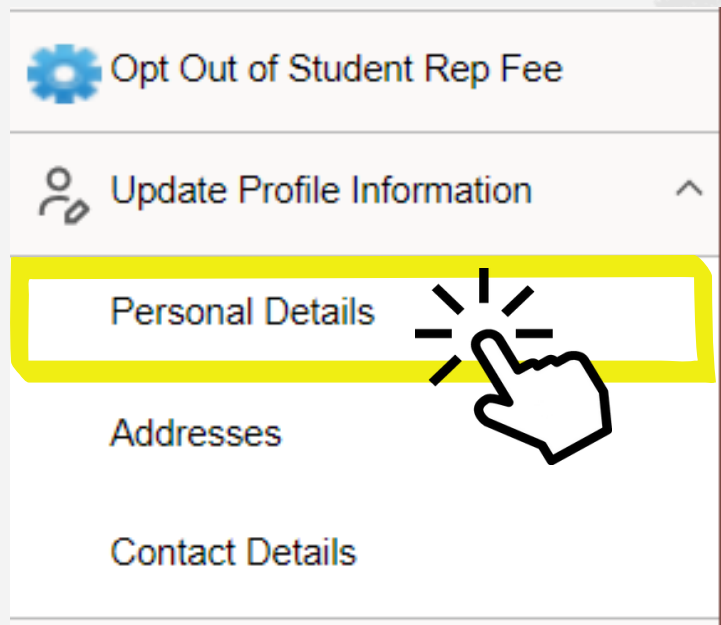Log in to your Viking Portal and select Viking Student System

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Viking Portal

Q Search/Filter your Apps...

Default Group

Viking Student System

Student Account

❗ Payment Due

2.

Select "Student Account"

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3.

Click on "Update Profile Information" and select "Personal Details"

Opt Out of Student Rep Fee

Update Profile Information ^

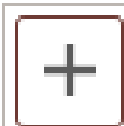**Personal Details**

Addresses

Contact Details

Personal Details
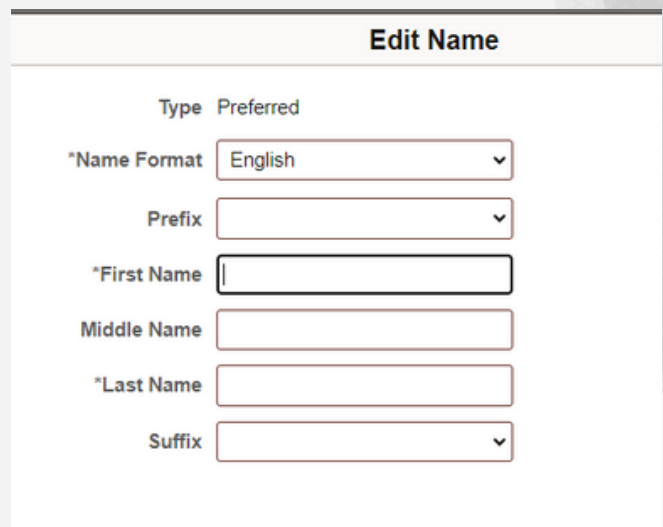
∨ **Names**

+

4.

Click on the " + " icon under "Names."

5.

Enter in your new information. Select "Save" and your preferred name will be updated.

Edit Name

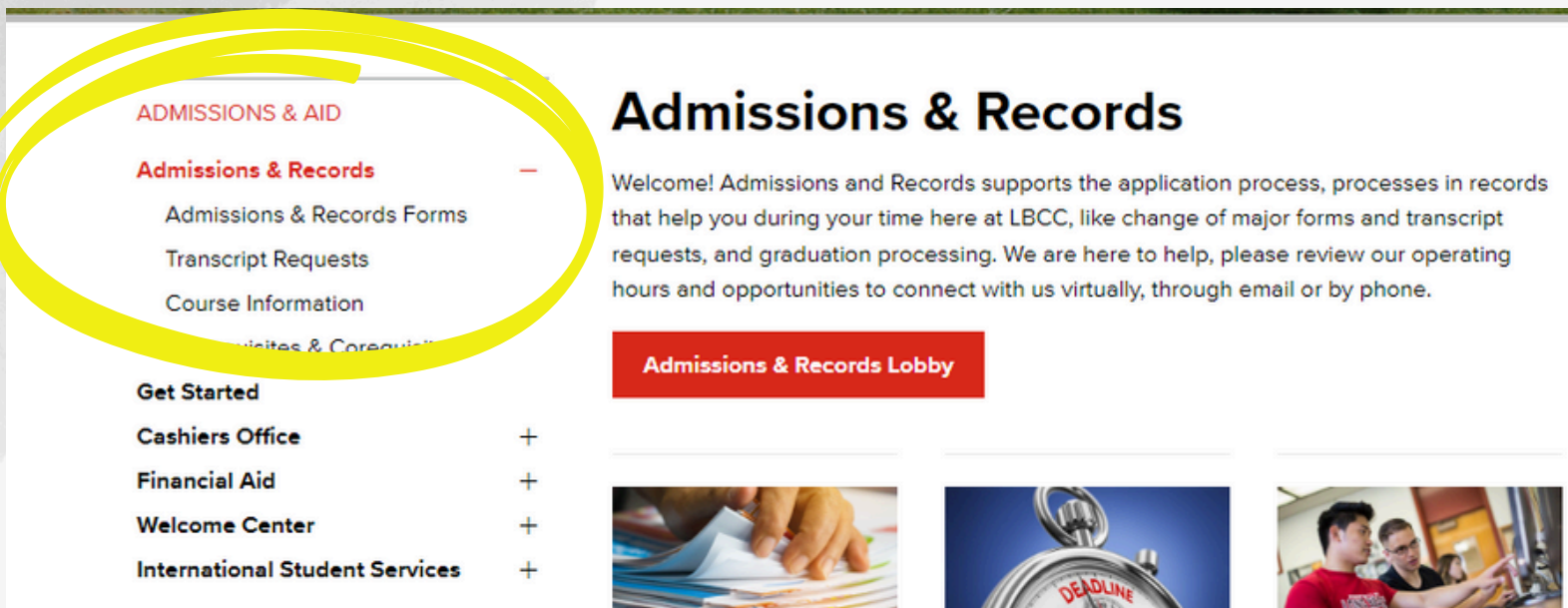Type Preferred

*Name Format English

Prefix

*First Name

Middle Name

*Last Name

Suffix

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Changing Affirmed Gender

1. Go to www.lbcc.edu/admissions-records and select "Admissions & Records Forms"

2. Scroll to the bottom of the page and click on the link "Student Information Correction." This will take you to a form that you can fill out.

Student Information Correction –

Changing Affirmed Gender

3. Fill out the form with your information. You do not need to complete the sections that you are not making changes to. Select you gender identity.

AFFIRMED GENDER IDENTITY: *(Optional)*

☐ FEMALE   ☐ MALE   ☐ NON BINARY   ☐ PREFER NOT TO STATE

4. Go back to the Admissions and Records Forms page and select "Upload Student Information Correction here." Upload the completed document or come into the Admissions and Records office to submit the form in person.

- High School Articulation Credit By Exam
- How to Add with a Permission Number
- Late Add Petition
- Minor Consent for Health Services
- Nonresident Tuition Fee Waiver
- Petition for Readmission
- Prerequisite Challenge Form
- Registration Support Form (Add/Drop)
- Request for Appeal of Grade Change Denial
- Request for Change of Grade
- Request to Restrict Directory Information
- Student Information Correction – Once you are ready to submit the form with attached documentation, please upload Student Information Correction form here →.
- Time Conflict Approval Form
- Transcript Request Form