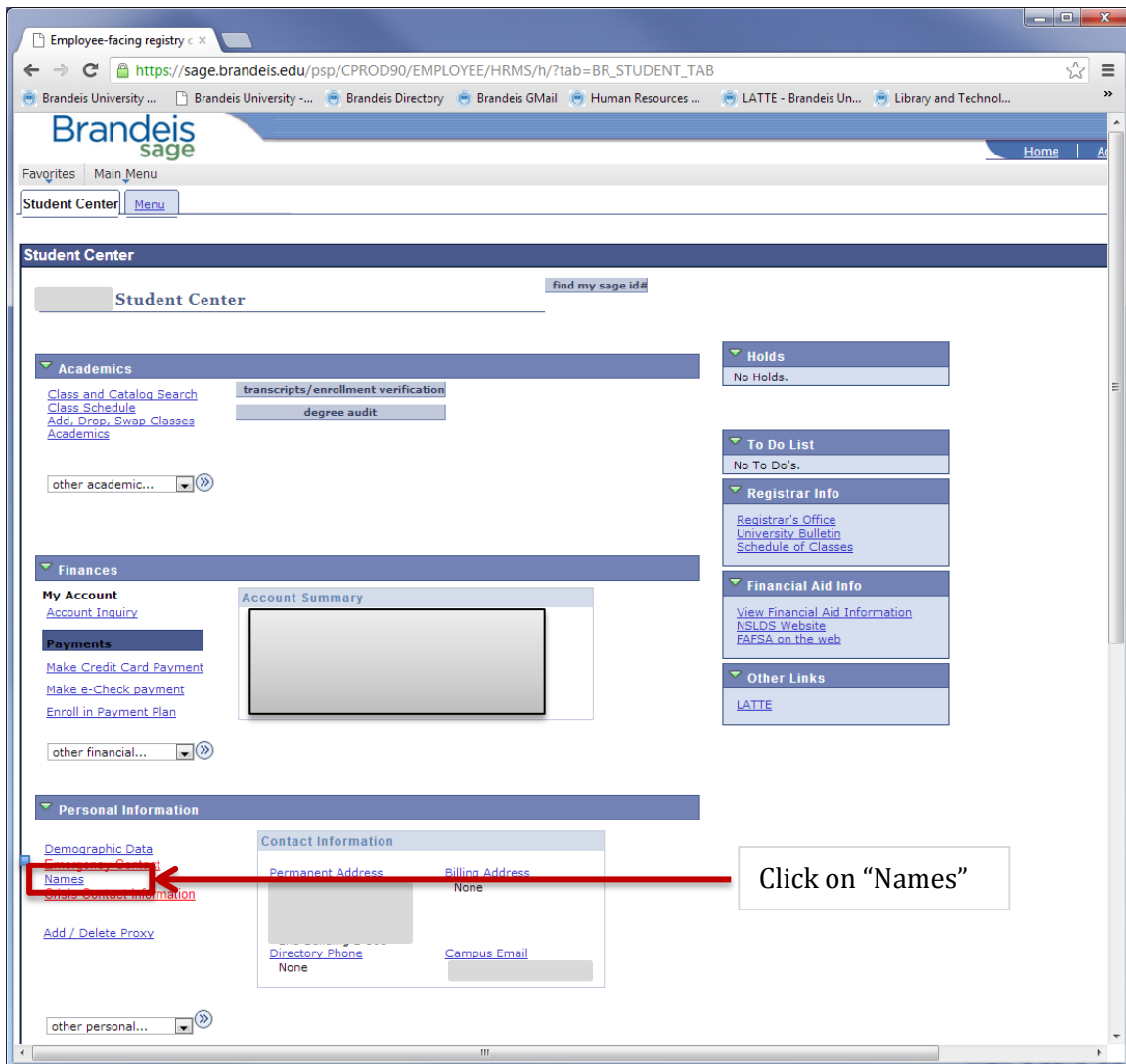


Diploma Name Instructions

Important: Please give careful consideration to how your name will appear on your diploma. It is strongly recommended that the name on your diploma match your legal and/or passport name. It is not unusual for a diploma to serve as an official document so keep this in mind.

Please log into your sage account and check your **Names** listing (see illustration below).



The screenshot shows the Brandeis Sage Student Center interface. The browser address bar displays the URL: https://sage.brandeis.edu/psp/CPROD90/EMPLOYEE/HRMS/h/?tab=BR_STUDENT_TAB. The page title is "Student Center".

The interface is organized into several sections:

- Academics:** Includes links for "Class and Catalog Search", "Class Schedule", "Add, Drop, Swap Classes", and "Academics". It also features a "transcripts/enrollment verification" link and a "degree audit" button.
- Finances:** Includes a "My Account" section with "Account Inquiry" and "Payments" (Make Credit Card Payment, Make e-Check payment, Enroll in Payment Plan). It also has an "Account Summary" box and a "LATTE" link under "Other Links".
- Personal Information:** Includes "Demographic Data", "Names" (highlighted with a red box and a red arrow pointing to it), and "Add / Delete Proxy".
- Contact Information:** Includes "Permanent Address", "Billing Address" (None), "Directory Phone" (None), and "Campus Email".

A red arrow points from the "Names" link to a text box that says "Click on 'Names'".

At the minimum you will have a **Primary** Name, and you may have additional names as well.

The screenshot displays the 'Names' page in the Brandeis Sage HRMS system. The page title is 'Names' and the URL is https://sage.brandeis.edu/psp/CPROD90_2/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL. The page includes a navigation menu with 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation is a breadcrumb trail: 'Favorites | Main Menu > Self Service > Campus Personal Information > Names'. A search field labeled 'go to ...' is present. The main content area is divided into two tabs: 'Personal Information' (selected) and 'Security'. Under 'Personal Information', there are links for 'sage id', 'addresses', 'names', 'phone numbers', 'email addresses', 'emergency contacts', 'demographic information', 'crisis contact info', and 'add or delete proxy'. The 'Names' section contains the following text: 'View, add, change or delete a name. Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.' Below this text is a table with two columns: 'Name Type' and 'Name'. The table contains two rows: 'Primary' and 'Passport'. The 'Primary' row is highlighted in yellow and has a red box around it. Below the table is a green button labeled 'Add A NEW NAME'. At the bottom of the page, there are links for 'Personal Information' and 'Security', and a 'go to ...' search field.

Name Type	Name
Primary	
Passport	

If you also have a **Degree** Name currently, please edit this name, if necessary, so that it reflects exactly how you want your name to appear on your diploma. View the next two screen shots below for visual instructions.

The screenshot shows a web browser window with the URL https://sage.brandeis.edu/psp/CPROD90_2/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDEN. The page title is "Names". The breadcrumb trail is "Favorites | Main Menu > Self Service > Campus Personal Information > Names". The page has a "go to ..." search box and tabs for "Personal Information" and "Security". Under "Personal Information", there are links for "sage id", "addresses", "names", "phone numbers", "email addresses", "emergency contacts", "demographic information", and "crisis contact info". The "Names" section has a sub-header "Names" and instructions: "View, add, change or delete a name. Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use." A table lists the names:

Name Type	Name	
Primary		
Degree	John Smith	edit
Passport		

Below the table is an "ADD A NEW NAME" button. A red box highlights the "edit" button for the "Degree" name, with a red arrow pointing to it. A callout box contains the text "Click on 'edit'".

See screen shot below for next step.

Names

https://sage.brandeis.edu/psp/CPROD90_2/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDEN

Brandeis University ... Brandeis University ... Brandeis Directory Brandeis Gmail Human Resources ...

Brandeis sage Home Add to Favorites Sign out

Favorites Main Menu > Self Service > Campus Personal Information > Names

Names

Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type: Degree
Format Using: English [Change Format](#)
Prefix:
First Name: John Middle Name:
Last Name: Smith
Suffix:

Date changes will take effect (example: 12/31/2000)

SAVE Edit and then Click on "Save" [Current Names](#)

Be sure to save any change you make. This is the name that will appear on your diploma.

Names

https://sage.brandeis.edu/psp/CPROD90_2/

Brandeis University ... Brandeis University ... Brandeis Directory

Brandeis sage Home Add to Favorites

Favorites Main Menu > Self Service > Campus Personal Information >

Change name

Save Confirmation

✓ The Save was successful.

OK

If you do not have a Degree Name listed, then carefully check your Primary Name. If your Primary Name is listed exactly the way you want your name to appear on your diploma, then you are all set. This is the name that will appear on your diploma. If not, please scroll down to next step.

Names

https://sage.brandeis.edu/psp/CPROD90_2/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL

Brandeis University ... Brandeis University ... Brandeis Directory Brandeis Gmail Human Resources ... LATTE - Brandeis Un... Library and Technol...

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Campus Personal Information > Names

go to ...

Personal Information Security

sage id || addresses || names || phone numbers || email addresses || emergency contacts || demographic information || crisis contact info || add or delete proxy

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	
Passport	

Add A New Name

Personal Information Security

Sage Id | Addresses | Names | Phone Numbers | Email Addresses | Emergency Contacts | Demographic Information | Crisis Contact Info | Add Or Delete Proxy

go to ...

If you do not currently have a Degree name listed and your Primary name does not match the way you want your name to appear on your diploma, then you will need to add a Degree Name to your Name list in sage. (note: students are not allowed to update their Primary name online.)

Names

https://sage.brandeis.edu/psp/CPROD90_2/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL

Brandeis University ... Brandeis University ... Brandeis Directory Brandeis Gmail Human Resources ... LATTE - Brandeis Un... Library and Technol...

Brandeis sage Home Add to Favorites Sign out

Favorites Main Menu > Self Service > Campus Personal Information > Names

go to ...

Personal Information Security

sage id || addresses || names || phone numbers || email addresses || emergency contacts || demographic information || crisis contact info || add or delete proxy

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	
Passport	

Add A New Name ← Click on "Add A New Name"

Personal Information Security

Sage Id Addresses Names Phone Numbers Email Addresses Emergency Contacts Demographic Information Crisis Contact Info Add Or Delete Proxy

go to ...

Names

https://sage.brandeis.edu/psp/CPROD90_2/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDEN

Brandeis University ... Brandeis University ... Brandeis Directory Brandeis Gmail Human Resources ...

Brandeis sage

Home Add to Favorites Sign out


Favorites Main Menu > Self Service > Campus Personal Information > Names

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Degree 

Format Using: English [Change Format](#)


Prefix:

First Name: John **Middle Name:**

Last Name: Smith

Suffix:

Date new name will take effect: 10/10/2012 (example: 12/31/2000)

SAVE  Edit and then click on "Save"

[Return to Current Names](#)

Names

https://sage.brandeis.edu/psp/CPROD90_2/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDEN

Brandeis University ... Brandeis University ... Brandeis Directory Brandeis Gmail Human Resources ...


Brandeis sage

Home Add to Favorites Sign out

Favorites Main Menu > Self Service > Campus Personal Information > Names

Add a new name

Save Confirmation

 The Save was successful.

OK

javascript:Action_win2(document.win2,'DERIVED_ETEO_SAVE_PB',0,0,'OK',false,true);