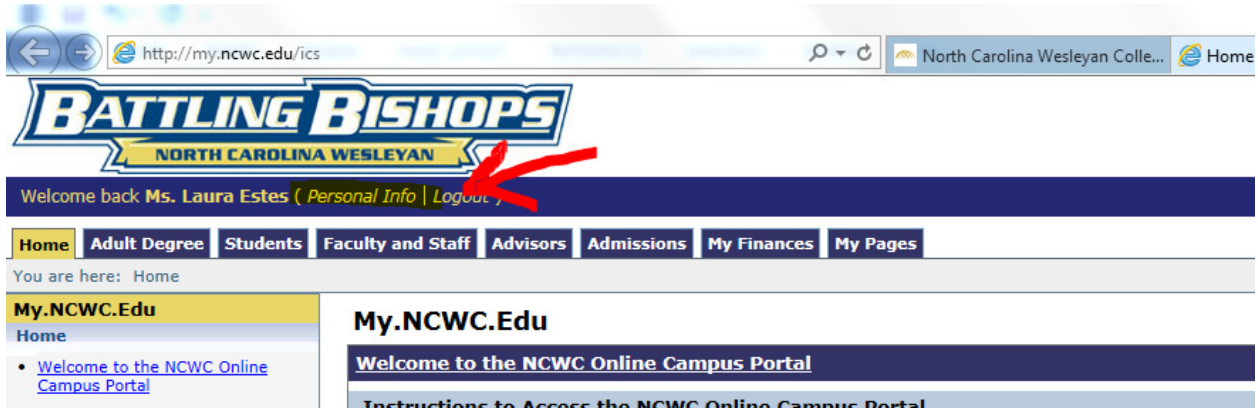
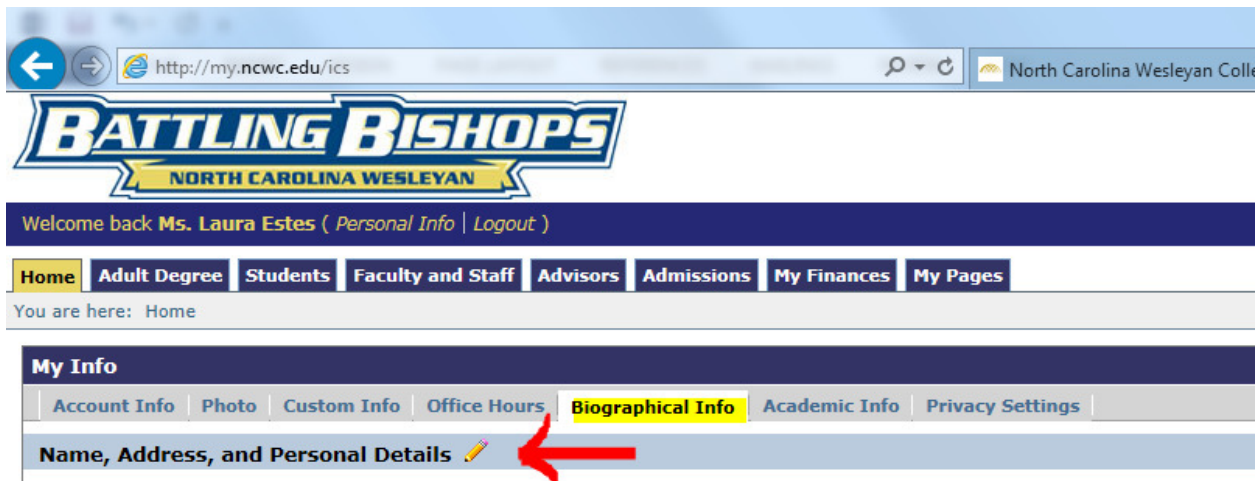


# Changing Your Home Address in My.NCWC

- Go to <http://my.ncwc.edu/ics> and log in.
- After logging in, click on the “Personal Info” link (see below).



- Click on the “Biographical Info” (highlighted below) tab within the “My Info”.
- Click on the pencil icon (red arrow below).



- Make changes then click “submit” at the bottom of this page.
- Please note once you submit your changes, you will see the change to your preferred name online immediately. It will need to be reviewed before it is recorded officially.

**IMPORTANT: If you are making an official name change due to marriage, etc., you must submit a copy of an official photo ID to the Registrar’s office at [CCashwell@ncwc.edu](mailto:CCashwell@ncwc.edu). Changing your name in this area, only changes your “preferred name” not your official name on record.**