Getting Started: Updating Pronoun or Gender Identity

ADD OR CHANGE YOUR PRONOUN OR GENDER IDENTITY

1. Click the Personal Information worklet on the home page.

2. Select the Personal Information box under Change.

3. Scroll Down to the “Gender Identity” or “Pronoun” box.

4. Click on Edit Icon. Then click on the Prompt icon. Make a selection from the list.

5. Click Submit.