ADD OR CHANGE YOUR PRONOUN OR GENDER IDENTITY

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



Personal Information

2. Select the Personal Information box under Change.



3. Scroll Down to the "Gender Identity" or "Pronoun" box.

Gender Identity	
Gender Identity	
Pronoun	
Pronoun	P

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

Pronoun		
Pronoun		\checkmark
Search	i≡	
He/Him/His		
○ N/A		
O No Preference		
She/Her/Hers		
They/Them/Theirs		

5. Click Submit.



