## **Updating Personal Information**



Students can update personal information such as Gender Identity and Pronoun at any time in UR Student. Follow steps below on how to compete these steps. More <u>student training</u> is available.

## **Updating Personal Information**

1. Log into UR Student using your Net ID and password

Note: If off campus, use Duo Two Factor Authentication. To enroll in <u>Net</u>
<u>ID Duo</u>, contact the help desk listed for support.

Click the **Profile** (picture or cloud) icon to access the Contact and address information



3. From the Profile page select Personal from the right (blue) menu

**Tip:** Students who are also employees (Student Workers) will access **Personal Information** using the **Overview** menu option located within the right (blue) navigation *(not pictured below)* 

	😽 Rő	CHESTER	Q	Search				Û	<b>₽</b>	0
					A Personal Information IDs					
	88	Summary				Personal				
l	<u>گ</u>	Personal				Gender Date of Birth	Male 12/12/2000			
		Contact Academic	s			Age	19 years, 8 months, 16 days			
	i s	Student Fi	udent Financials			Country of Birth	(empty)			
	ē	Action Iter	ms and Hole	ds		Marital Status	(empty)			
					Hispanic or Latino					
						Race/Ethnicity	(empty)			
						Citizenship Status	Citizen (United States of America)			
						Primary Nationality	(empty)			

- 4. Click **Personal Information** tab from the top.
- 5. Click the **Edit** button to change editable items from your Personal information.

**Note:** Students may also update their preferred name in UR Student. Please reference the <u>Changing Preferred Name QRC</u> for details.

## **Updating Gender Identity and Pronoun**

6. Scroll down to locate Gender Identity, then select the 🧷 icon to edit

Gender Identity	
Gender Identity	<ul><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li></ul>
Pronoun	
Pronoun (empty)	
Click within the Gender Identity Search field and	Gender Identity

- Click within the Gender Identity Search field and select the desired option. This can be changed at any time.
- 8. Choose 🗾 to save your choice, or 📐 to undo
- 9. To enter or change a **Pronoun**, choose edit and select an option. Choose to save your choice, or to undo.

**Note:** To delete an option after selecting to keep blank, click the  $\times$  on the item to remove it.

Search

Agender

Non-Binary

Transgender
Woman

My gender is not listed

Prefer not to disclose

O Man

=