

# 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 complete these steps. More [student training](#) is available.

## Updating Personal Information

1. Log into [UR Student](#) using your Net ID and password

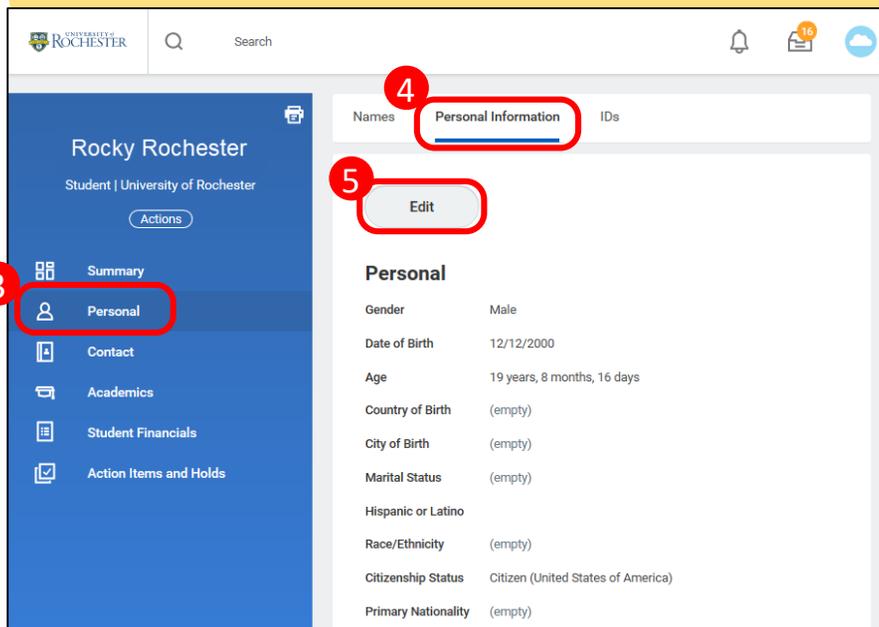
**Note:** If off campus, use Duo Two Factor Authentication. To enroll in [Net ID Duo](#), contact the help desk listed for support.

2. 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)

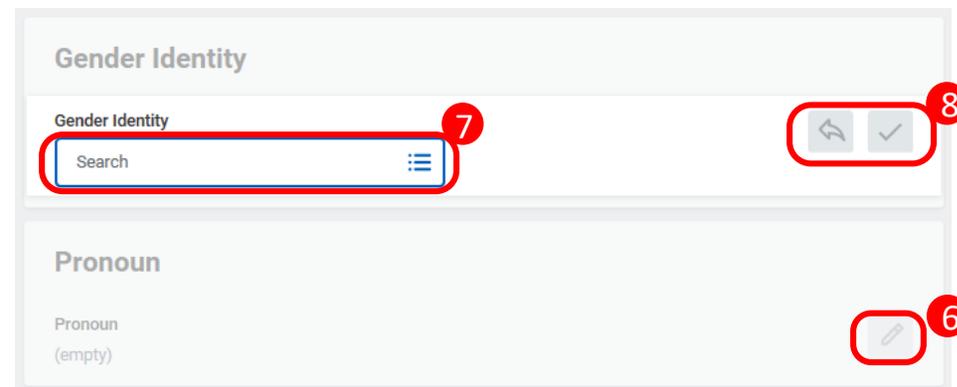


4. Click **Personal Information** tab from the top.
5. Click the **Edit** button to change editable items from your Personal information.

**Note:** Students may also update their preferred name in UR Student. Please reference the [Changing Preferred Name QRC](#) for details.

## Updating Gender Identity and Pronoun

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



7. 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  on the item to remove it.

