

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

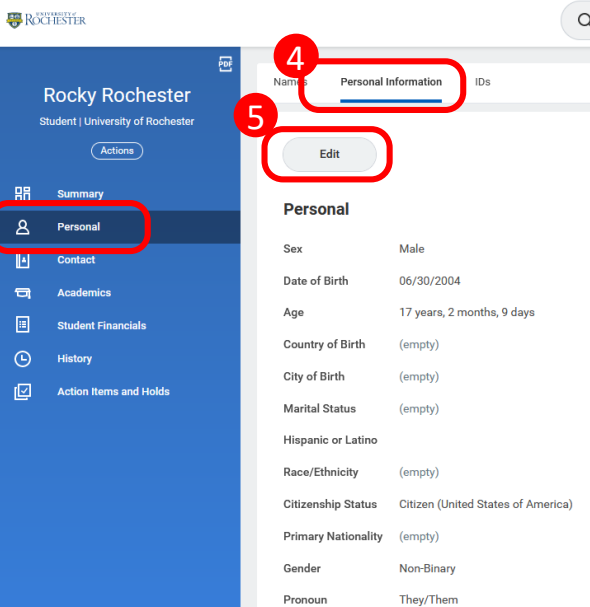
Note: If off campus, use Duo Two Factor Authentication. To enroll in [Net ID Duo](#), contact the help desk listed for support.

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, and don't see your Personal, Contact, Academics or Student Financials. You can switch between profiles by referencing Switch to your Student Profile QRC.



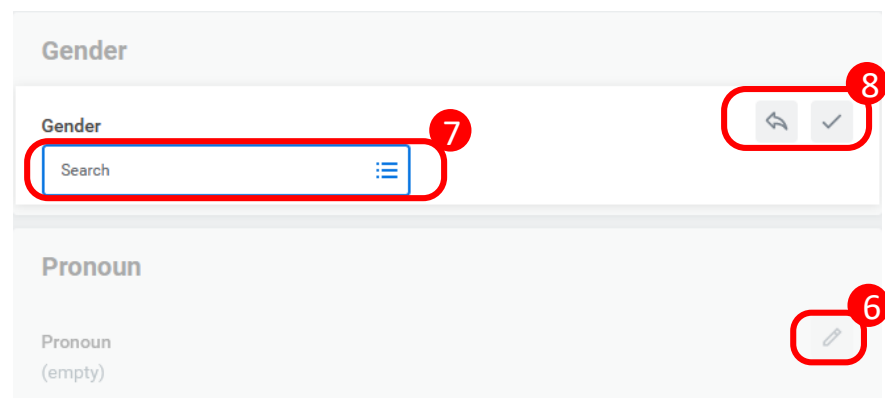
4. Click **Personal Information** tab from the top.

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 and Pronoun

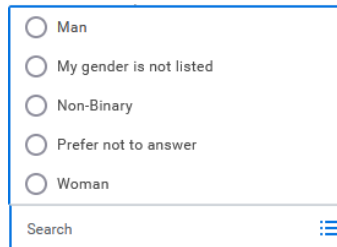
6. Scroll down to locate **Gender**, then select the **edit** icon



7. Click within the **Gender 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.