

UPDATING GENDER AND PRONOUNS – REFERENCE GUIDE

Studentcenter.chapman.edu

Students can define their gender and pronouns under their StudentCenter settings. This information will be reflected on the student's profile in PeopleSoft and Canvas for staff and faculty.

- 1. Access the StudentCenter using the <u>https://studentcenter.chapman.edu/</u> link, and log in using your Chapman User ID and Password.
- 2. Select the "Profile" tile.



3. Navigate to the "Personal Details" and "Biographic" tabs.

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Profile					
E Personal Details	Personal Biographic				
Contact Details	Biographic Details				
Addresses	✓ Gender Expression				
CP Emergency Contacts					
Lthnicity	Preferred Pronouns	No value defined	>		
	Gender Identity	No value defined	>		

4. Click on the "Preferred Pronouns" or "Gender Identity" fields and a pop-up will open. Select a value from the drop-down menu and click Save.

Cancel	Edit Details		
*Preferred Pronouns	×		
	Ey/Em/Eir		
	He/Him/His		
	Per/Per/Per		
	She/Her/Hers		
	They/Them/Their		
	Ze/Hir/Hir		
	Ze/Zim/Zir		
	Ze/Zir/Zir		

Cancel	Edit Details		
*Gender Identity	~)	
	Man		
	Nonbinary		
	Transgender Man/Trans Man		
	Transgender Woman/Trans Woman		
	Woman		