

Division of Inclusive Excellence

Guide to adding Pronouns in the Student Center

 To enter pronouns, students will first need to sign into <u>My Sac State</u>, go to their Student Center, and in the *Personal Information* section students can select **Pronouns**:

emographic Data	Contact Information		
mergency Contact ames ser Preferences	Current Address 6000 J Street Sacramento, CA 95819	Diploma Address None	
other personal 🗸 💓	Mobile Telephone 916/278-1000	Personal Email Address nobody@csus.edu	
Addresses ENS Contact Information Email Addresses Phone Numbers			
Pronouns			

2. Students will be able to choose pronouns from the drop-down menu and click *Save:*

Nadya Lucas	go to						
Personal Information Security Credentials	Participation						
Addresses Names Phone Numbers Email Addresses Internet Addresses Emergency Contacts							
Update Pronouns							
Select your pronouns from the list below. If yours does not appear, select Not Listed, and then enter your subject, object, and possessive pronouns. Once you save, your pronouns will show up immediately on the roster for any of your classes. He/Him/His *Pronouns *Pronouns Not Listed She/Her/Hers They/Them/Theirs Use Name/Use Name Ze/Zir/Zirs							
Save Click Save							

3. Students will also be able to type in their pronouns by selecting the option in the drop-down menu that says *Not Listed* and then click *Save*.

SACRAMENTO STATE Welcome, Tony (Sac State ID:301150694) logged into CASACTST							
Tony Stark	go to 🗸 🔊						
Personal Information Security							
Addresses Names Phone Numbers Email Addresses	s Emergency Contacts Demographic Information Ethnicity Pronouns Add SSN						
Update Pronouns							
Select your pronouns from the list below. If yours does not ap subject, object, and possessive pronouns. Once you save, you the roster for any of your classes.	ppear, select Not Listed, and then enter your our pronouns will show up immediately on						
Subject / Object / Possessive	Type your pronouns						
Save							

SACRAMENTO STATE Welcome, Greg (Sac State ID:210129025) logged in							
Greg Kerr			go to				
Personal	Information	Security Credentials	Participation				
Addresses Names Phone Numbers Email Addresses Internet Addresses Emergency Contacts							
Update Pr	Update Pronouns						
Select your pronouns from the list below. If yours does not appear, select Not Listed, and then enter your subject, object, and possessive pronouns. Once you save, your pronouns will show up immediately on the roster for any of your classes. *Pronouns Not Listed							
	Subject / Obj	ect / Possessive	Hirs				
Save							