

**Division of Inclusive Excellence** 

## Guide to adding Pronouns in the Student Center

1. To enter pronouns, students will first need to sign into <u>My Sac State</u>, to visit their Student Center. Type CSUS.edu into your browser, click on the **three lines at the top right**, and log into your MySacState account, to access the Student Center.



2. Click on Personal Information



## 3. Click on Names



4. Click on the **Menu** Button with three horizontal lines, and then select **Pronouns** from the drop down menu



of the na	🗙 Menu
	Addresses
	Names
	Phone Numbers
	Email Addresses
	Emergency Contacts
	Demographic Information
	Ethnicity
	Pronouns
	Add SSN

5. Choose your pronouns from the drop-down menu and click **Save**.

If your pronouns are not listed in the drop-down menu, select *Not Listed* in order to type in your pronouns, and then click *Save*.

Student Center	>	Update Pronouns	
📜 Enrollment	~	A Menu	
Academics	$\sim$	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 ~	
Personal Information	~		
finances	$\sim$	Subject / Object / Possessive	
Switch to Full Site	>		