# Designating your Preferred Name, Gender Identity, and Pronoun

Students now have the ability to update their demographic information in Peoplesoft in regards to their preferred name, gender identity, and pronoun! Learn more below about what these options mean and how you can update your own.

## What is a preferred name?

A preferred name is any name a student chooses to use other than their legal name.

*The preferred name is now the default name on the class roster, grade roster, student milestones, transcript notes, grade change requests, Teams, and any printer friendly documents (self-service only). If there is not a preferred name listed, then the primary name is displayed.*

## Steps to designate a preferred name

- Log in to AccessUH
- Click the "myUH Self Service" icon
- Click the "Personal Information" tile
- On the "Personal Details" page, click the "Preferred" name row
- Update your preferred name and click the "Save" button

*At this time, the student's sex assigned at birth is still what is listed on their school record, but under most circumstances, sex is not indicated on the screen of UH employees.*

## What is gender identity?

One's gender identity is how individuals understand themselves and what they call themselves—it can be the same or different from their sex assigned at birth. This may include students who identify as a man, woman, transgender, genderqueer, agender, or non-binary.

## Steps to designate gender identity

- Log in to AccessUH
- Click the "myUH Self Service" icon
- Click the "Personal Information" tile
- On the "Personal Details" page, click the "Biographic" tab
- Click the "Gender Identity" row
- Update your gender identity and click the "Save" button

## What is a pronoun?

Pronouns are most often used when referring to someone without using their name. Everyone has the right to use the pronouns that matches their gender identity.

*The use of common pronouns (e.g. he or she) may not fit for everyone and can cause stress and anxiety when applied incorrectly in and out of the classroom.*

## Steps to designate their pronoun

- Log in to AccessUH
- Click the "myUH Self Service" icon
- Click the "Personal Information" tile
- On the "Personal Details" page, click the "Biographic" tab
- Click the "Preferred Pronouns" row
- Update your preferred pronoun and click the "Save" button

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