



Office of the Registrar

Add/Update Pronoun

Learn how to add or update pronoun

Step 1

Add/Update Pronoun

The screenshot shows the UAccess Student Center interface. At the top, it says "THE UNIVERSITY OF ARIZONA". Below that is the "UAccess STUDENT CENTER" logo. On the right, the user's name "WILBUR W" and "STUDENT ID: 00" are visible. A navigation bar contains several menu items: PERSONAL, ENROLLMENT, ADVISING, ACADEMIC RECORD, FINANCIAL AID, and BURSAR A. The "PERSONAL" menu is expanded, showing options like Personal Summary, Guest Manager, Campus Health Options, Campus Health Info, Veteran Benefit Certification, and Meal Plan. A red arrow points to the "Personal Summary" option. Below the navigation bar is a banner with the text "Welcome to the redesigned Center!" and "OLD MAIN" visible in the background. To the right of the banner, there is a section for "Enrollment Dates" for "Summer 2020" with "Enrollment Open: Enroll". At the bottom of the banner, there are links for "GET STARTED", "Manage Personal Information", "Class Search", and "Grades". Below the banner is a section for "Holds" with a question mark icon.



Navigate to the **Personal** menu

Click on **Personal Summary**

Step 2

Add/Update Pronoun

UAccess STUDENT CENTER

WILBUR WILSON
STUDENT ID

PERSONAL ▾ ENROLLMENT ▾ ADVISING ▾ ACADEMIC RECORD ▾ FINANCIAL AID ▾ BURS

Home / Personal Summary

Personal Summary

Manage your personal information and account access

Personal Information Summary

View and update your names, contact information, and emergency contacts

Permanent Wilma Avenue Tucson, AZ	Mailing Wilma Avenue Tucson, AZ	Cell Phone 000000000	@ UA Off wilburwild
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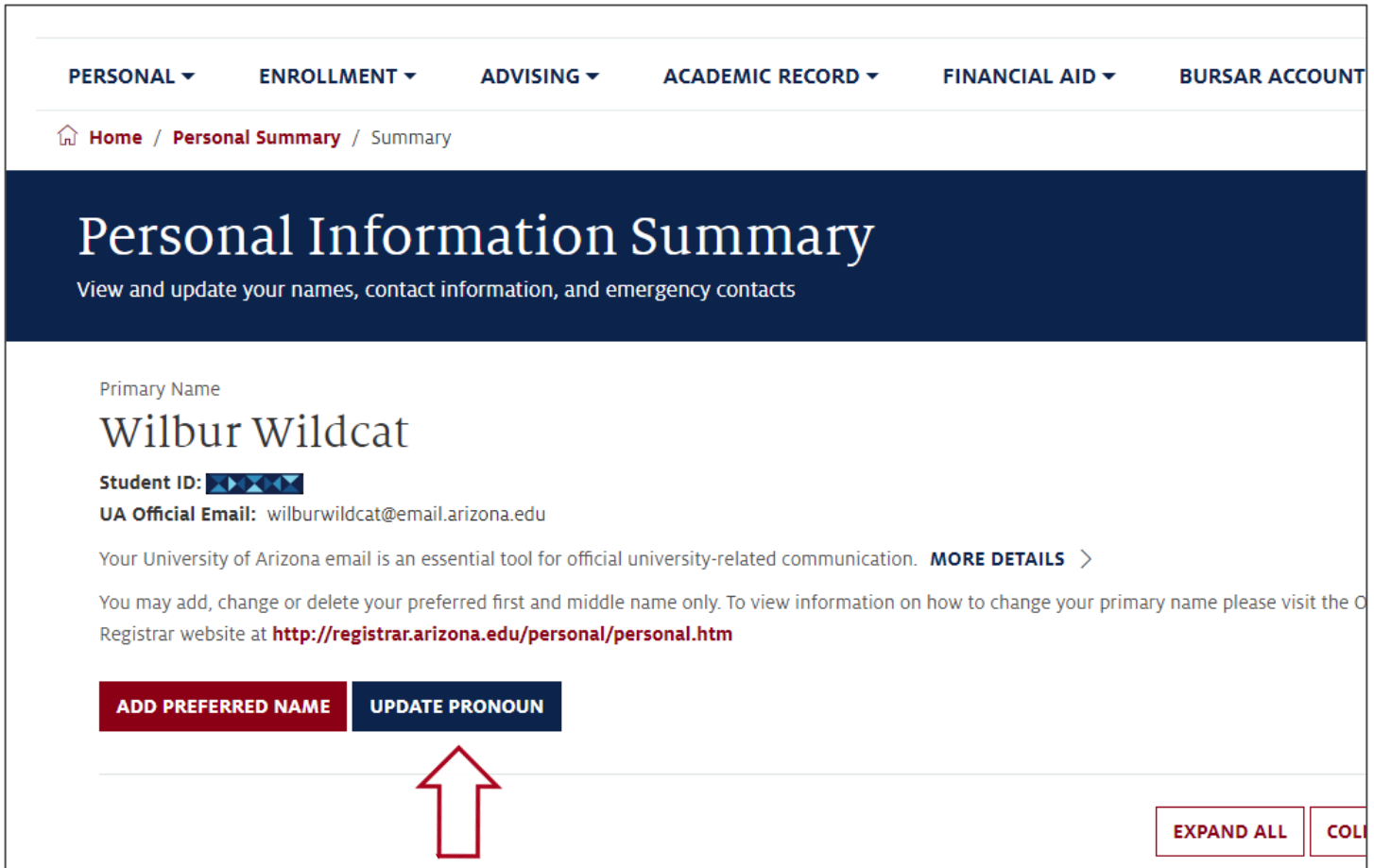
UPDATE INFORMATION ←



On the Personal Information Summary Page, click the **Update Information** button

Step 3

Add/Update Pronoun



The screenshot shows a navigation bar with links for PERSONAL, ENROLLMENT, ADVISING, ACADEMIC RECORD, FINANCIAL AID, and BURSAR ACCOUNT. Below the navigation bar is a breadcrumb trail: Home / Personal Summary / Summary. The main heading is "Personal Information Summary" with a sub-heading "View and update your names, contact information, and emergency contacts". The primary name is "Wilbur Wildcat". The student ID is masked with blue diamonds. The official email is "wilburwildcat@email.arizona.edu". There is a "MORE DETAILS" link. A paragraph explains that the University of Arizona email is essential for official communication and provides a link to the Registrar website: <http://registrar.arizona.edu/personal/personal.htm>. At the bottom, there are two buttons: "ADD PREFERRED NAME" and "UPDATE PRONOUN". A red arrow points to the "UPDATE PRONOUN" button. In the bottom right corner, there are "EXPAND ALL" and "COLLAPSE ALL" buttons.



Click the **Update Pronoun** button

Personal Information Summary

View and update your names, contact information, and emergency contacts

Pronoun

You may, add, change or delete your pronoun. Please choose a value from the drop down.

Add/Update Pronoun with below value

- He, him, his
- She, her, hers
- They, them, theirs
- Xe, xem, xyr
- Ze, zir

[EXPAND ALL](#) [COLLAPSE ALL](#)

Addresses >

View and manage your home and mailing addresses



Select pronoun value from the dropdown menu.

Click **Save Pronoun**



Office of the Registrar

**We hope you found
this tutorial helpful!**

If you need additional support,
please contact us at:

reghelp@arizona.edu

520-621-3113

For more information, visit our website:

<https://www.registrar.arizona.edu/students>