Preferred Name and Pronouns

The Preferred Name portion of this guide provides instructions on how to add / edit your preferred name.

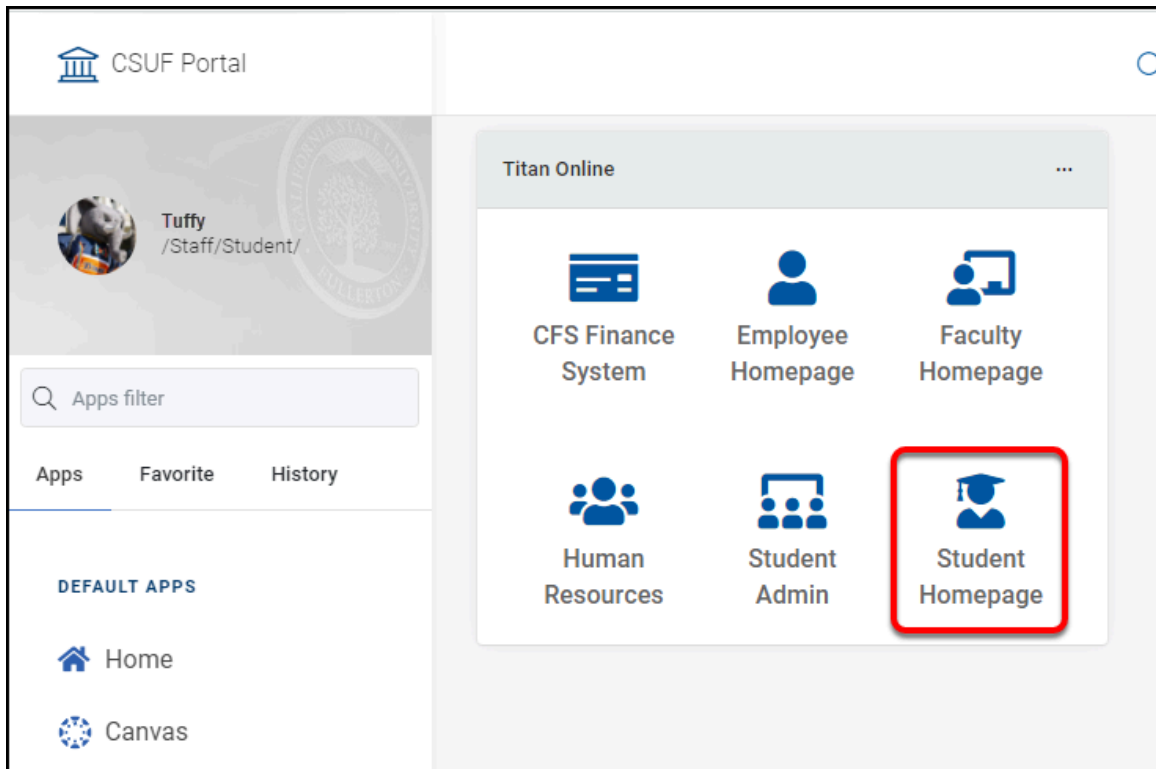The Pronouns portion of this guide provides instructions on how to designate / change your pronouns.

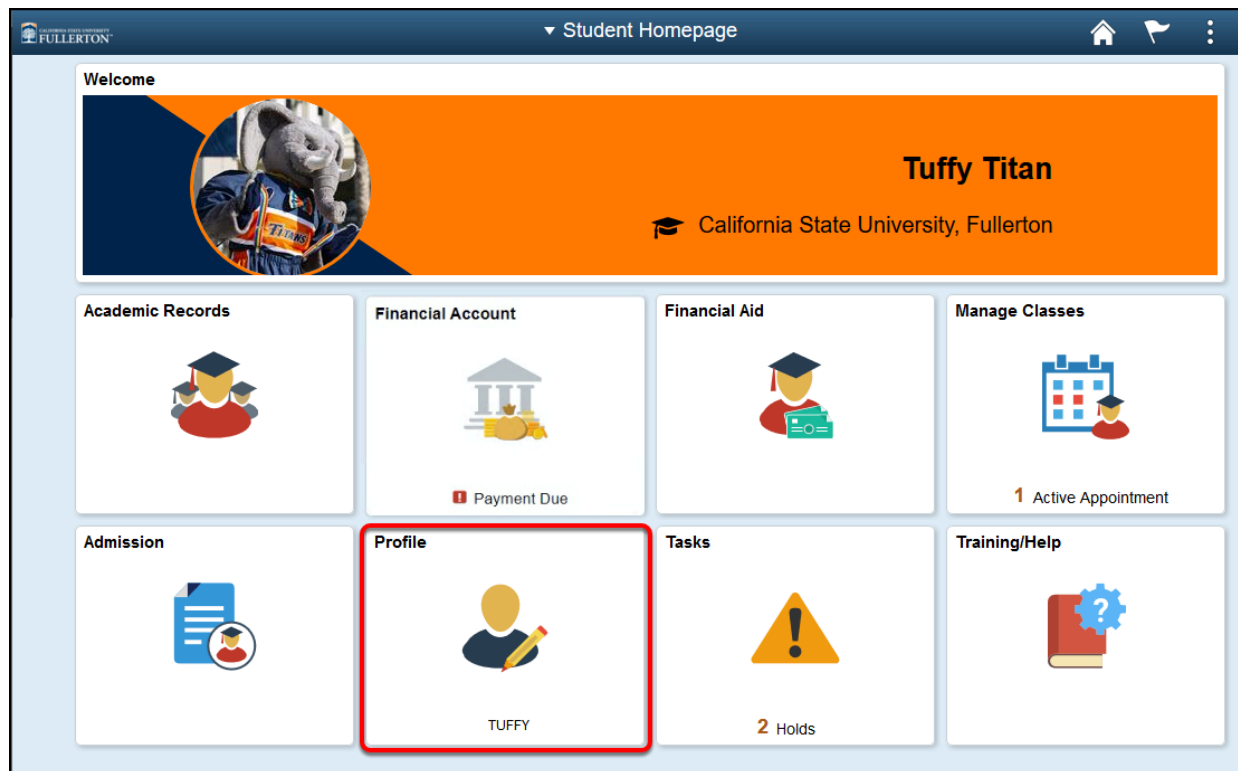## Preferred Name

Specifying a Preferred Name

1. Login to CSUF Portal.

Login to CSUF Portal

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2. Click on the Student Homepage icon in the Titan Online widget.

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3. Click on the Profile tile.

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4. Click on the Preferred Name button.

5. Read the Preferred First Name statement.

💡 (Optional) See the website and contact information for more details

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Return   **Preferred Name**   **Submit**

Preferred first names can be updated <u>at any time</u> and changes will be reflected in university systems that support preferred names within 24 hours. Examples of such systems include: class rosters, email addresses, Canvas, and PeopleSoft. Legal names will continue to be used for certain university records, documents, and business processes where the use of a legal name is required by law or university policy. A few examples include financial aid documents, diplomas, and your Titan Card (which is considered a legal form of identification).

For more information about preferred names or **learn how to change your legal name with the university**, click http://records.fullerton.edu/services/preferred_name.php. If you have questions, please contact Registration and Records, Langsdorf Hall 114, or call (657) 278-7601 for further information.

Current Preferred First Name

Preferred First Name

Date of Name Change

Future-Dated Preferred First Name

Future-Dated Preferred First Name

Date of Name Change

New Preferred Name

Enter Your New Preferred First Name | Preferred First Name |

Date Name Change Will Become Effective   10/07/2021 Fall 2021

New Preferred First and Last Name

6. Enter your new preferred name in the Enter Your New Preferred First Name box
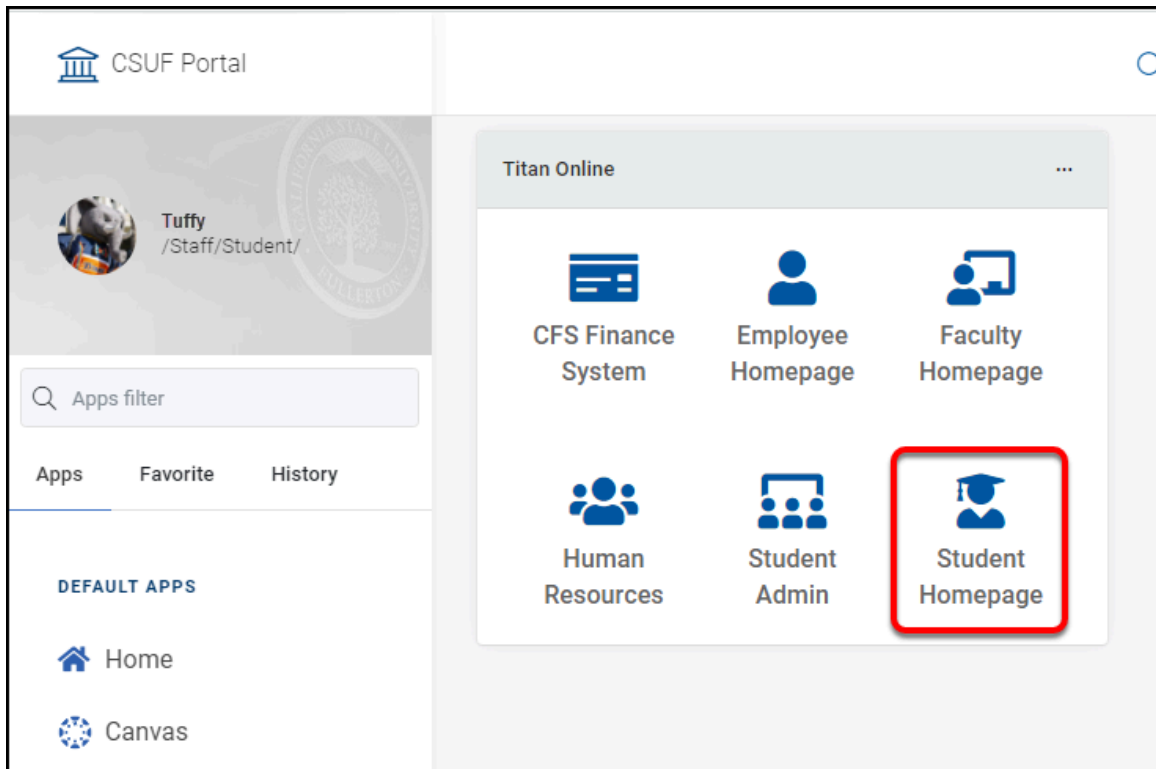
New Preferred Name

Enter Your New Preferred First Name | Preferred First Name |

Date Name Change Will Become Effective   10/07/2021 Fall 2021

New Preferred First and Last Name

7. Click the Submit button.

Return	**Preferred Name**	Submit

Preferred first names can be updated <u>at any time</u> and changes will be reflected in university systems that support preferred names within 24 hours. Examples of such systems include: class rosters, email addresses, Canvas, and PeopleSoft. Legal names will continue to be used for certain university records, documents, and business processes where the use of a legal name is required by law or university policy. A few examples include financial aid documents, diplomas, and your Titan Card (which is considered a legal form of identification).

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Current Preferred First Name

Preferred First Name

Date of Name Change

Future-Dated Preferred First Name

Future-Dated Preferred First Name

Date of Name Change

New Preferred Name

Enter Your New Preferred First Name   Tuffington

Date Name Change Will Become Effective   10/07/2021   Fall 2021

New Preferred First and Last Name

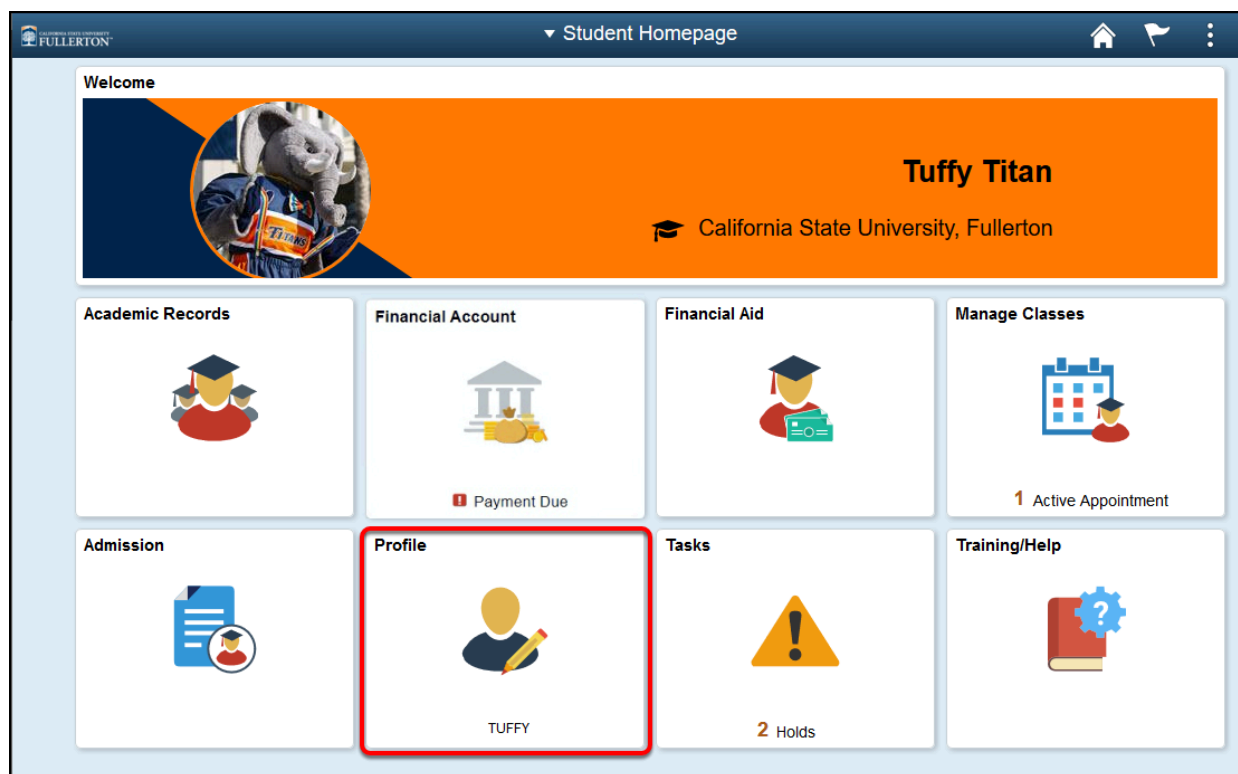# 8. Your changes will be reflected in the Future-Dated Preferred First Name section

Deleting a Preferred Name

1. Login to CSUF Portal.

[Login to CSUF Portal](#)

2. Click on the Student Homepage icon in the Titan Online widget.

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3. Click on the Profile tile.

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4. Click on the Preferred Name button.

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5. Under the Future-Dated Preferred First Name section, click on the Click to delete this preferred name checkbox.

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6. Click the Submit button.

Pronouns

Designating or Changing Your Pronouns

1. Login to CSUF Portal.

Login to CSUF Portal

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2. Click on the Student Homepage icon in the Titan Online widget.

3. Click on the Profile tile.
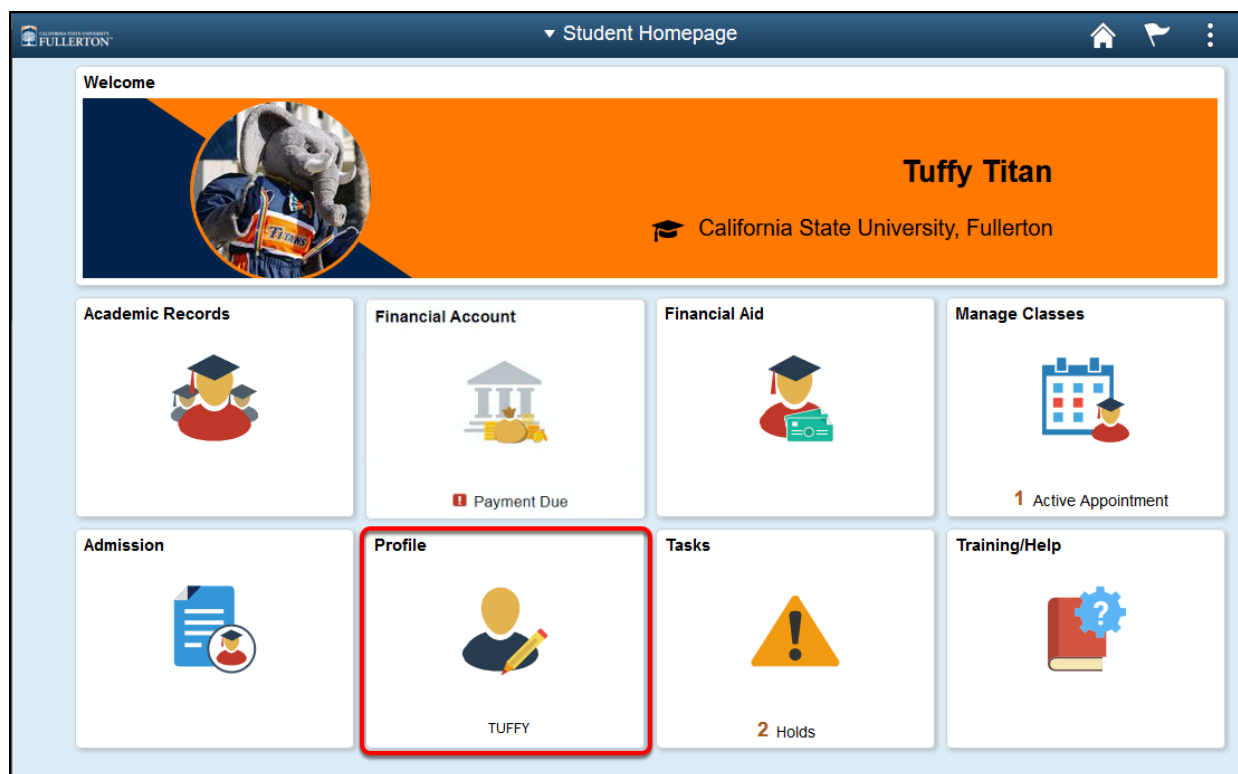
4. Click on the Pronouns link
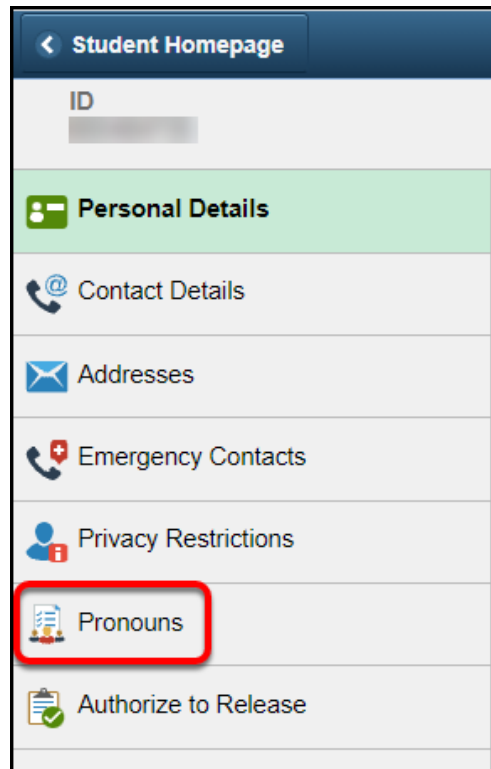
4.1. Read the Pronouns instructional statement

Pronouns   Save

Guidelines

Select your pronouns from the list below. If yours does not appear, select "Not Listed" and then type in your subject, object, and possessive pronouns. If you use multiple pronouns, please disregard the subject/object/possessive fields and enter your subject pronouns one per box.

Example 1: If your pronouns are she/her/hers and they/them/theirs, enter "she" in the subject box, "they" in the object box, and leave the possessive box blank.

Example 2: If your pronouns are he/him/his, they/them/theirs, and she/her/hers, enter "he" in the subject box, "they" in the object box, and "she" in the possessive box.

Once you save, your pronouns will show up immediately on the roster for all of your classes.

Faculty and Staff can use this guide to view a few ways pronouns will appear in Canvas:
https://canvashelp.fullerton.edu/m/Making_the_Most_of_Canvas/l/1376858-how-are-pronouns-displayed-in-canvas

Students, if you have any questions about your pronouns change, please contact the Registration and Records Helpline at (657) 278-7601 or email arsc@fullerton.edu. You can also visit the Registration and Records Service Center in Langsdorf Hall 114. More information on pronouns can be found on the Registration and Records website: http://records.fullerton.edu/services/preferred_name.php

If you are unfamiliar with pronouns or simply want to learn more about the significance, we encourage you to learn more by visiting the LGBT Queer Resource Center's Educational Resource page: https://www.fullerton.edu/lgbtq/resources-services/educational.php

*Pronouns

Not Listed ⌄

Subject   /   Object   /   Possessive

5. Click on the Pronouns dropdown list.

6. Select your preferred pronoun.
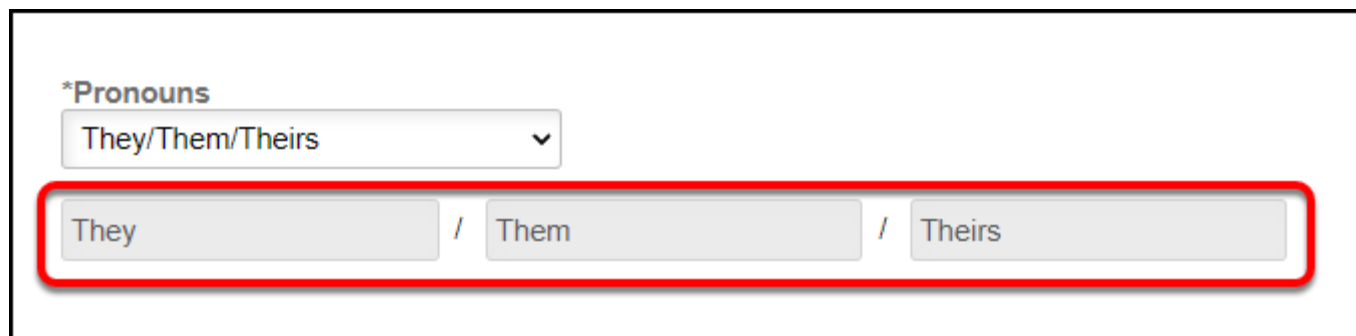
6.1. Based on your selection, the Subject / Object / Possessive fields will populate
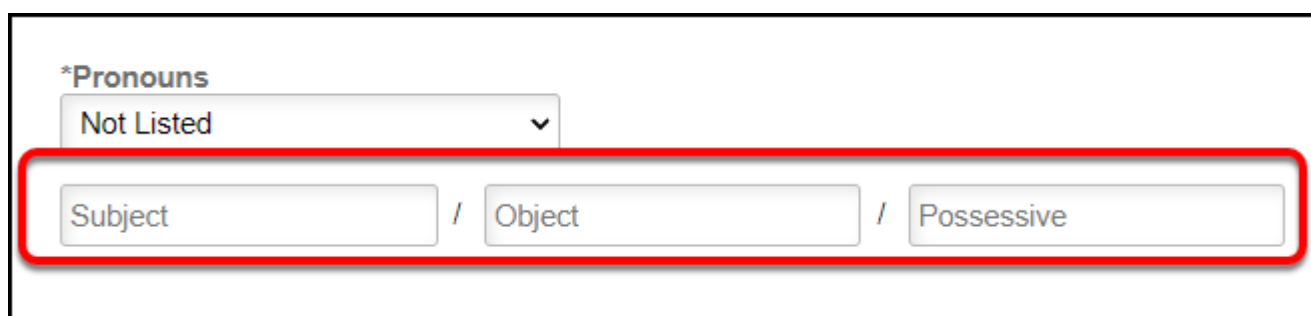

7. Or you can select Not Listed and enter a custom set of pronouns.

⚠️ **Not Listed**

If not listed is selected, you will be required to indicate your Subject.

Object and Possessive are optional for the Not Listed selection.

Examples of Not Listed:

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8. When you are done, click the Save button.

Need More Help?

For more information and FAQs on Preferred Names and Pronouns: [Registration and Records - Services](#)

For technical questions or assistance, please contact the IT Helpdesk at:

helpdesk@fullerton.edu

657-278-7777

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