

Gender Neutral Identifiers

Here are the steps that students and staff need to follow to get to the online selection where they can select their gender identifier option.

How to get a gender-Neutral title on the university email system for students.

Step 1 (Student portal): You can go to ITS on your student portal

Step 2 (Enabler): log into the enabler and select the Alternative Title option

Step 3 (Alternative title): Click on alternative title for options and choose your gender identifier

Step 4 (Save): When you are done choosing your gender identifier press save.

If you select the alternative title the alternative title should be carried through to the email title on Active Directory. The change will be reflected within 24 hours

How to get a gender-Neutral title on the university email system for staff members.

Step 1 (Staff portal): On your staff portal you click on ITS

Step 2 (ITS): On ITS you click on Enabler

Step 3 (Personal Web): After clicking Enabler you proceed to click on Personal Webb

Step 4 (Personal Maintenance): When you get to Personal Webb you click on Personal Maintenance.

Step 5 (Alternative title): Under Personal Maintenance click on alternative title

Step 6 (Choose your title): Click on an alternative title and choose your gender identifier.

Step 6 (Save): When you are done choosing your gender identifier press save.

Please note that it may take some time for the staff change to be reflected on the Active Directory.