

How to Set or Change Your Personal Information Including Address, Phone Number, Preferred First Name, Gender ID, and Pronouns

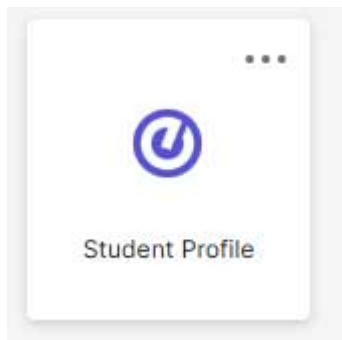
David Raco - 2025-03-19 - Comments (0) - Account Help

How to Set or Change Your Personal Information Including Address, Phone Number, Preferred First Name, Gender ID, and Pronouns:

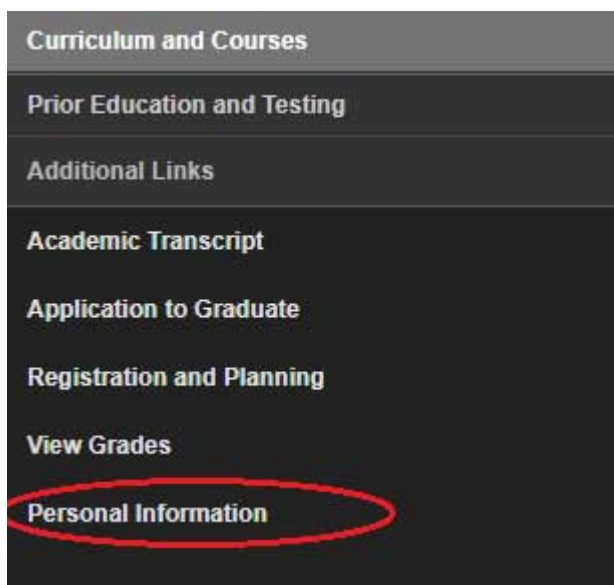
- To start you will want to login to your SOU OKTA.

<https://okta.sou.edu/>

From here you will want to find the **Student Profile** App.



- After clicking on that you shall see a dark rectangle appear. On the last section of that rectangle you will want to select **Personal Information**.



- After you do that it should send you to a new page where you can see your account

details that we have on file. Towards the top of the page there should be a section that is labeled as Personal Details, which contain names, pronouns, gender ID, etc. On the top right there should be an **Edit** button.

Personal Details

First Name	Middle Name	Last Name
██████████	██████████	██████████
Date of Birth	Legal Sex	Preferred First Name
██████████	Female	██████████
Personal Pronoun	Gender Identification	
-	Woman	

- A popup shall appear and you will be able to edit some of the fields. You may now update your profile to more accurately represent yourself.
- To update your address, phone number, emergency contact, and other personal information, you have two options
 - Add new information by clicking the **+ Add New**
 - To edit an existing field please click on the

Phone Number

Cell	Contact (Primary)	Geographic Origin (Primary)
██████████	██████████	██████████
Mailing (Primary)	Payroll (Primary)	
██████████	██████████	

If you have trouble setting your preferred first name, gender identification, or pronouns, or you notice that your new preferred first name does not appear everywhere you expect it to after 24 hours, then please call our IT Helpdesk at 541-552-6900 or email us at helpdesk@sou.edu.