

How to Set Your Preferred First Name, Gender Identification, and Pronouns

David Raco - 2022-03-18 - Comments (0) - Account and Security Help

If you would like for a preferred first name that differs from your legal first name to appear in our online services and systems, you can set that preferred first name at any time by logging in to InsideSOU, looking for the Personal Information box (screenshot below), and then clicking on the Personal Information link within the box to manage your settings. On the next screen, click the Edit button in the top-right region of the Personal Details box. On the next screen, you will find text fields and dropdown menus where you can set your preferred first name, preferred gender identification, and your preferred pronouns. Click Update to save your changes when you're finished.

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.

The screenshot displays the InsideSOU user interface. At the top, there are navigation links for 'Faculty FAQ' and 'Proof of Vaccination Information'. Below these is a section for 'Submit an Event | Submit to the Weekly Newsletter | Need help?'. The main content area is divided into several sections:

- Siskiyou News:** A green sidebar containing a list of news items, including 'ASSOU Meeting Recap 3/1/2021', 'The Servant of Two Masters - A Hilarious Modern Rendition', and 'The Thanksgiving Play: A Theatrical Review'. A red arrow points to the 'The Thanksgiving Play' item.
- Quick Access:** A blue sidebar with icons and links for 'Academic Calendar', 'Course Catalog', 'Email', 'Google Calendar', 'Hannon Library', 'SOU Cares Note', 'Zoom', 'Box', 'EAB Navigate', 'Get SOU ID', 'Google Drive', 'Print & Copy Services', and 'Voicemail'.
- Mobile Apps:** A section for 'Navigate Student' with icons for Apple and Android.
- Employment Details:** A grey sidebar with links for 'Deductions History', 'Direct Deposit', 'Earnings History', 'Leave Balances', 'Pay Stub', 'Tax Forms (W-2, W-4)', and 'Time Sheet'.
- Personal Information:** A grey sidebar with a red border. It contains the text: 'Update and view your personal information in one location. Use the link below to look up your SOU ID number, update your address/phone, update your email address, and update your preferred first name, gender identity, personal pronouns, and other information.' Below this text is a link labeled 'Personal Information'.
- Online Services:** A blue sidebar on the right with a list of services including 'Academic Performance Solutions (APS)', 'Activity Insight', 'Banner Admin', 'Banner Self-Service (SISWeb)', 'Employee Dashboard', 'Faculty Tools', 'Personal Information', 'Pay Your Bill', 'Student & Registration Tools', 'Banner Workflow', 'Bonfire Procurement Portal', 'Bookstore', 'Bookstore Adoption Portal', 'Box', 'CASHNet Cashiering', 'Cognos Home', 'Cognos - FIS Reports', 'Cognos - I*Reports', 'Content Document Imaging', 'Degree Works for Faculty', 'DocuSign', 'Email', 'EMS', 'Facilities Work Requests', 'Faculty Success', 'Gartner Research', 'Google Drive', and 'Handshake for Employers'.

Personal Information

Update and view your personal information in one location. Use the link below to look up your SOU ID number, update your address/phone, update your email address, and update your preferred first name, gender identity, personal pronouns, and other information.

- [Personal Information](#)

