

# Adding your "Preferred" Name and Pronouns to PeopleSoft (my.FresnoState.edu)

## Things You Need

A computer; internet access

**Step 1:** Go to myFresnoState and sign in

**Step 2:** Go to your "Student Center"

**Step 3:** Go to "My Personal Information" and "Names"

**Step 4:** Click on "Edit" next to your Preferred Name and/or Pronouns

**Step 5:** Edit your Preferred Name and/or Pronouns

**Step 6:** Save your Preferred Name and/or Pronouns

## Things To Know

Your "preferred" name and/or pronouns will appear on your class and grade rosters.

If the change is made after the beginning of the semester, please notify your professors of the change.

It will take up to 48 hours for the change to take effect.

If there is a problem, call Technology Services at 559.278.5000.

If your name does not change on Canvas, call Academic Technology Resource Center at 559.278.7373.

# Putting your "Preferred" Name on your Bulldog ID

## Things You Need

Your old Bulldog ID card

**Step 1:** Go to Bulldog Card Office (Joyal Rm. 156)

**Step 2:** Ask for a new card w/ your "preferred" name

**Step 3:** Give them your old card

**Step 4:** May need to take a new photo

**Step 5:** Wait for them to print your new card

## Things To Know

Your "preferred" name must be updated on PeopleSoft before you can go request the card.

If there is a problem, call the Bulldog Card Office at 559.278.5608.

# Changing your Email Address

## Important!

This will drop you from your classes on Canvas. It is suggested that you wait until after finals or when you are comfortable losing access to Canvas for 2 weeks.

## Things You Need

A phone or a computer; internet access

**Step 1:** Call the Technology Service Desk at 559.278.5000

**Step 2:** Tell them you would like to change your email address

OR

**Step 1:** Find and fill out a general work order at: [www.fresnostate.edu/help/fac-staff/work-orders/general\\_workorder.html](http://www.fresnostate.edu/help/fac-staff/work-orders/general_workorder.html)

**Step 2:** Put your top three picks for email addresses and your contact number in the comments box

## Things To Know

It will take about 2-3 weeks to take effect.

This will change your username for Canvas, myFresnoState, the wifi, and anything else that requires a Fresno State username to log in.

# Legal Name/Gender Change on Fresno State Records

## General Resources

### Cross Cultural and Gender Center

[www.fresnostate.edu/studentaffairs/ccgc/](http://www.fresnostate.edu/studentaffairs/ccgc/)  
559.278.4435

### Title IX

[www.fresnostate.edu/titleix](http://www.fresnostate.edu/titleix)  
559.278.2083

### Survivor Advocate

[www.fresnostate.edu](http://www.fresnostate.edu)  
559.278.6796, #1

### Student Cupboard

[www.fresnostate.edu/foodsecurity](http://www.fresnostate.edu/foodsecurity)  
559.278.6621

### Project HOPE

[www.fresnostate.edu/projecthope](http://www.fresnostate.edu/projecthope)  
559.278.6736

### Student Health and Counseling Center

[www.fresnostate.edu/health](http://www.fresnostate.edu/health)  
559.278.2734

### Money Management Center

[www.fresnostate.edu/moneycenter](http://www.fresnostate.edu/moneycenter)  
559.278.2381

### Career Development Center

[www.fresnostate.edu/studentaffairs/careers/](http://www.fresnostate.edu/studentaffairs/careers/)  
559.278.2381

If you would like to know more, see our PDF  
presentation

at: [https://drive.google.com/file/d/1LNMfAbf5gzRjYgpltijfU0oBcvmjXG\\_D/view](https://drive.google.com/file/d/1LNMfAbf5gzRjYgpltijfU0oBcvmjXG_D/view)

## Things You Need

A computer; internet access; a printer;  
a pen; and either your updated Social  
Security Card, your updated Driver's  
License, your CA ID, your updated  
Passport, your Court Decree, or  
your Certificate of Naturalization

### Step 1: Find and fill out the Student

Information Update Form

at: [http://www.fresnostate.edu/studentaffairs/registrar/documents/forms/records/Student\\_Info\\_Form.pdf](http://www.fresnostate.edu/studentaffairs/registrar/documents/forms/records/Student_Info_Form.pdf)

### Step 2: Print and Sign Information

Update Form

### Step 3: Take the Form (w/ proper ID)

to University Registrar

## Things to Know

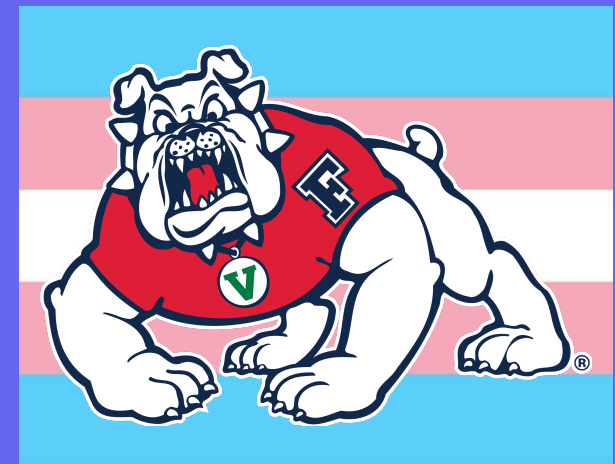
It will take about 1 to 3 business days for the  
change to take effect on your records.

The top of the form has to be filled out with  
the name Fresno State currently has on file.

If there is a problem, call the University  
Registrar at 559.278.4743.

# FRESNO STATE

# RESOURCES FOR TRANSGENDER STUDENTS



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# FRESNO STATE

Cross Cultural and Gender Center  
Gender Programs and Services  
LGBTQ+ Programs and Services