

Fresno State Trans Resources

Cross Cultural & Gender Center

SPONSORED BY:

FRESNO STATE®

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

Introductions

- Name
- Pronouns
- Major
- Role at the CCGC

Ground Rules

- Respect other people's views.
- Any personal information shared during the presentation stays in the classroom.
- Presenters have the right to refuse to answer a question.

How to Add your “Preferred” Name on PeopleSoft (myFresnoState)

*We will be using the term “preferred name” throughout the presentation because that is the terminology used by the university, however, we know that this is, in fact, your name.



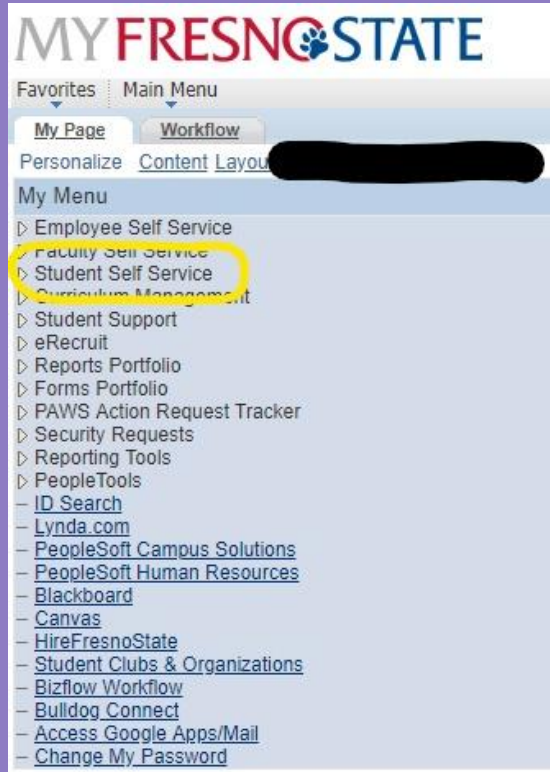
Things You Need

- A computer
- Internet Access

Step 1: Go to myFresnoState & sign in



Step 2: Go to your “Student Center”



MY FRESNO STATE

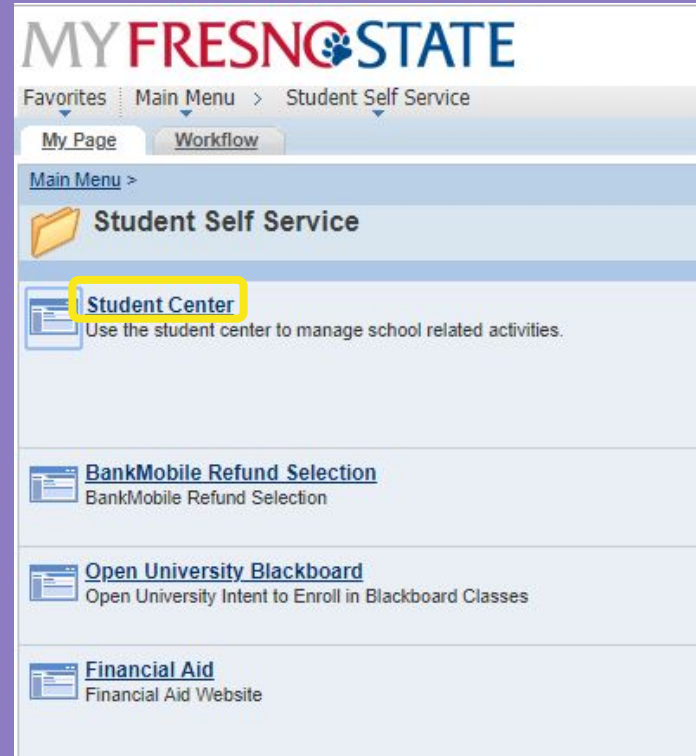
Favorites Main Menu

My Page Workflow

Personalize Content Layout

My Menu

- Employee Self Service
- Faculty Self Service
- Student Self Service
- Curriculum Management
- Student Support
- eRecruit
- Reports Portfolio
- Forms Portfolio
- PAWS Action Request Tracker
- Security Requests
- Reporting Tools
- PeopleTools
 - ID Search
 - Lynda.com
 - PeopleSoft Campus Solutions
 - PeopleSoft Human Resources
 - Blackboard
 - Canvas
 - HireFresnoState
 - Student Clubs & Organizations
 - Bizflow Workflow
 - Bulldog Connect
 - Access Google Apps/Mail
 - Change My Password



MY FRESNO STATE

Favorites Main Menu > Student Self Service

My Page Workflow

Main Menu >

Student Self Service

Student Center

Use the student center to manage school related activities.

BankMobile Refund Selection

BankMobile Refund Selection

Open University Blackboard

Open University Intent to Enroll in Blackboard Classes

Financial Aid

Financial Aid Website

Step 3: Go to “My Personal Information” & “Names”

Click on each green arrow to expand the desired information.



My Academic Records & Registration



My Admissions and Program Applications



My Finances (Financial Obligations and Financial Aid)



My Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... ▼



Contact Information

Home Address

[Redacted]

Mailing Address

[Redacted]

Home Phone Number

[Redacted]

Campus email address

[Redacted]

Step 4: Click on “Edit” next to your “Preferred” Name

Name Type	Full Name	
Primary	[REDACTED]	
Preferred	[REDACTED]	Edit

Step 5: Edit your “Preferred” Name

Change name

Name Type: Preferred
Format Using: English

Prefix

First Name

Middle Name

Last Name

Suffix

Date changes will take effect (example: 12/31/2000)

[Save](#)

[Return to Current Names](#)

Things To Know

- Your “preferred” name 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.

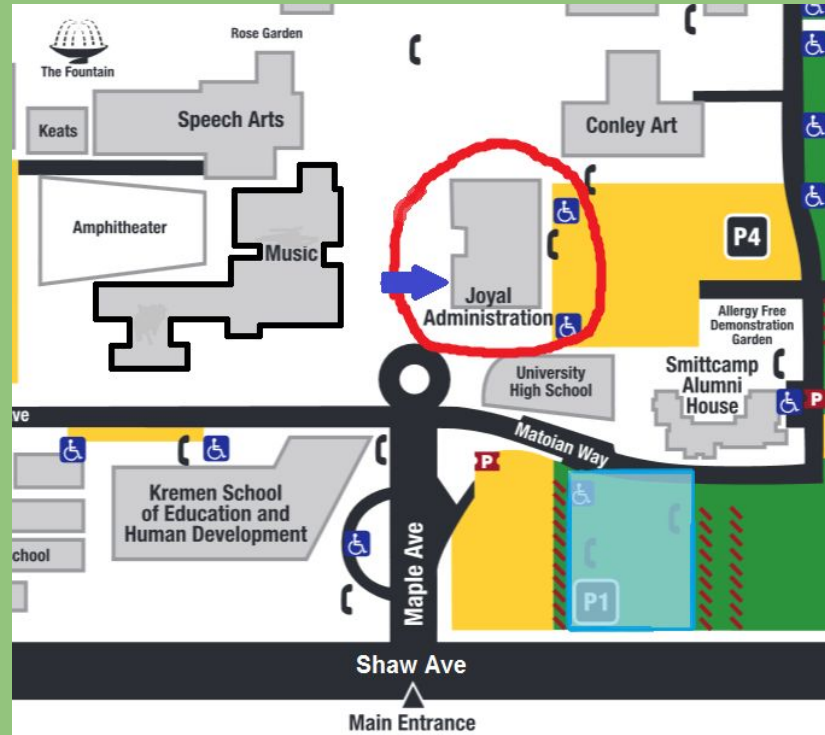
How to Put your “Preferred” Name on your Bulldog ID



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

I would like a new card with my “preferred” name on it please.

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



"Preferred" Name

Things To Know

- Your “preferred” name has to be updated on PeopleSoft before you can go request a new card.
- If there is a problem, call the Bulldog Card Office at 559.278.5608.

How to Change your Fresno State Email Address



Things You Need

- A phone

Step 1: Think up a new Email Address

How to Choose an Email Address

Step 2: Call the Technology Service Desk

559.278.5000

Ext 2 = technology service desk

Ext 1 = student support

Tell them that you would like to change your email address.

Things You Need

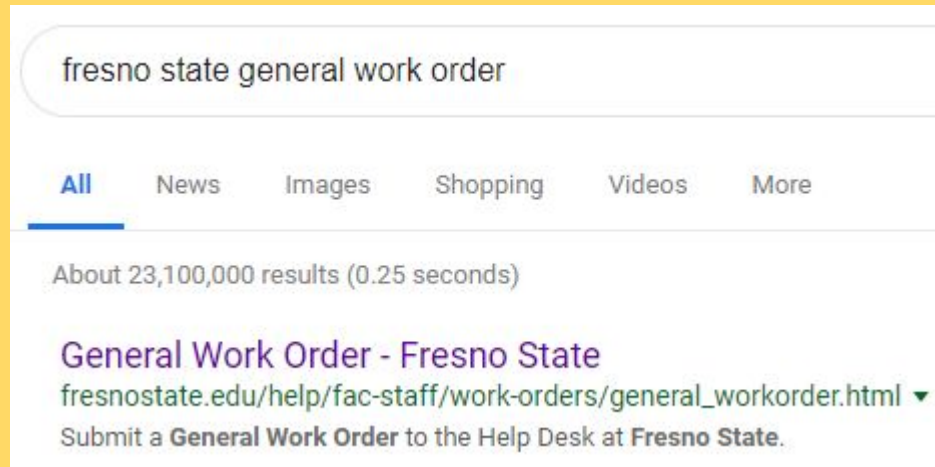
- A computer

Step 1: Think up a new Email Address

How to Choose an Email Address

Step 2: Find the General Work Order

www.fresnostate.edu/help/fac-staff/work-orders/general_workorder.html



Step 3: Fill out Work Order

General Work Order

If this is an urgent request, please call the Help Desk directly at (559) 278 - 5000

Name of person submitting the request:

Submitter's E-mail address: (if Fresno State faculty, staff or student, use appropriate email address)

Name of requesting person: (if you are requesting this work order on behalf of another person, put their name here)

Requestee E-mail address: (if Fresno State faculty, staff or student, use appropriate email address)

Alternate E-mail Address

Department Name:

Building and Room Number:


Contact phone number:

Note: If your request concerns a software problem, please include the name of the software. If the request concerns an error message, please include the full text of the message.

Describe problem in detail:

Step 4: Describe Problem in Detail

Describe problem in detail:



- Say that you want your email address changed.
- List 3 addresses you would like to change it to. List them 1 through 3 with 1 being the highest.
- Leave a contact number so they can contact you if needed.

Things To Know

- This will drop you from your classes on Blackboard and Canvas, so we suggest you wait until the end of the Fall or Spring semesters to start the process.
- It will take about 2-3 weeks to take effect.
- This will change your username for Blackboard, Canvas, myFresnoState, the wifi, and anything else that requires a Fresno State username to log in.

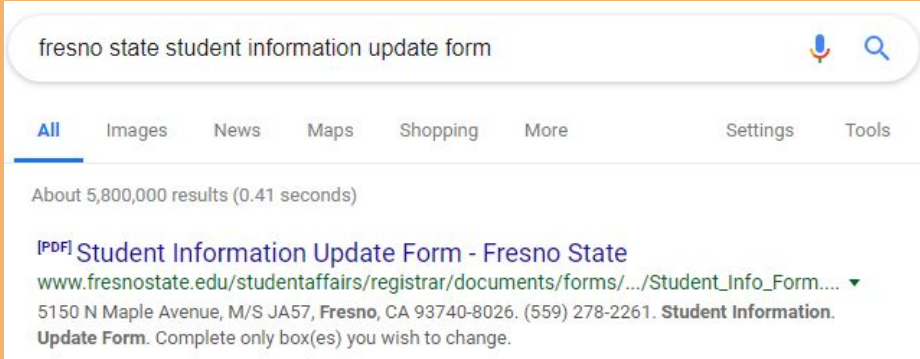
How to Change your Legal Name/Gender on Fresno State Records



Things You Need

- A computer
- Internet Access
- A printer
- A pen
- Either your updated Social Security Card, your updated Driver's License, your California ID, your updated Passport, your Court Decree, or your Certificate of Naturalization

Step 1: Find & Fill out the Student Information Update Form



http://www.fresnostate.edu/studentaffairs/registrar/documents/forms/records/Student_Info_Form.pdf

A screenshot of the Fresno State Student Information Update Form. The form is titled "FRESNO STATE University Registrar Student Information Update Form" and includes the address "5150 N Maple Avenue, M/S JA57, Fresno, CA 93740-8026" and phone number "(559) 278-2261". There is a "Print Form" button in the top right corner. An "IMPORTANT NOTE" states: "If you are a current student employee at Fresno State, Auxiliary, or Foundation, DO NOT COMPLETE THIS FORM. Please visit your respective Human Resources/Payroll Office." The form is divided into several sections. The first section, highlighted with a yellow box, contains fields for "Name:" (Last, First, Middle), "Student ID #:", and "Phone Number:". Below these are checkboxes for "Returning Applicant", "First Time Freshman Applicant", "Transfer Applicant", "Current Student", "International Student", "Cal State Teach Student", and "Post-Baccalaureate Applicant". The second section, also highlighted with a yellow box, contains "Student Signature:" and "Date:". Below this is a red box with the text "Complete only box(es) you wish to change SUPPORTING DOCUMENTATION IS REQUIRED. Please see page 2 (reverse side) for a list of valid documents." The third section, highlighted with a yellow box, contains a "Name Change" checkbox and fields for "First", "Middle", and "Last" names. The fourth section, highlighted with a yellow box, contains a "Social Security Number" checkbox and a "Check if you need to correct a duplicate ID." checkbox, with a "Correct Number" field. The fifth section, highlighted with a yellow box, contains a "Date of Birth" checkbox and a "Correct Date of Birth" field. The sixth section, highlighted with a yellow box, contains a "Gender" checkbox and "Male", "Female", and "Nonbinary" options. The seventh section, highlighted with a yellow box, contains an "Office Use Only" section with "Email sent:" (ISSP, Cal State Teach), "Initial", "Checklist:", "Updated By:", and "Date:" fields. The form is labeled "Page 1" and "09/28/2018" at the bottom.

Step 2: Print & (

FRESNO STATE

University Registrar

Student Information Update Form

5150 N Maple Avenue, M/S JA57, Fresno, CA 93740-8026

(559) 278-2261

Print Form

IMPORTANT NOTE: If you are a **current student employee** at Fresno State, Auxiliary, or Foundation, DO NOT COMPLETE THIS FORM. Please visit your respective Human Resources/Payroll Office.

Name: _____
Last First Middle

Student ID #: _____ Phone Number: _____

Please check box if you are a: Current Student International Student Cal State Teach Student
 Returning Applicant First Time Freshman Applicant Transfer Applicant Post-Baccalaureate Applicant

Student Signature: _____ Date: _____

Complete only box(es) you wish to change
SUPPORTING DOCUMENTATION IS REQUIRED. Please see page 2 (reverse side) for a list of valid documents.

<input type="checkbox"/> Name Change	Office Use Only
_____ First Middle Last	Name as shown on file:

<input type="checkbox"/> Social Security Number <input type="checkbox"/> Check if you need to correct a duplicate ID.	Office Use Only
_____ Correct Number	Number on File

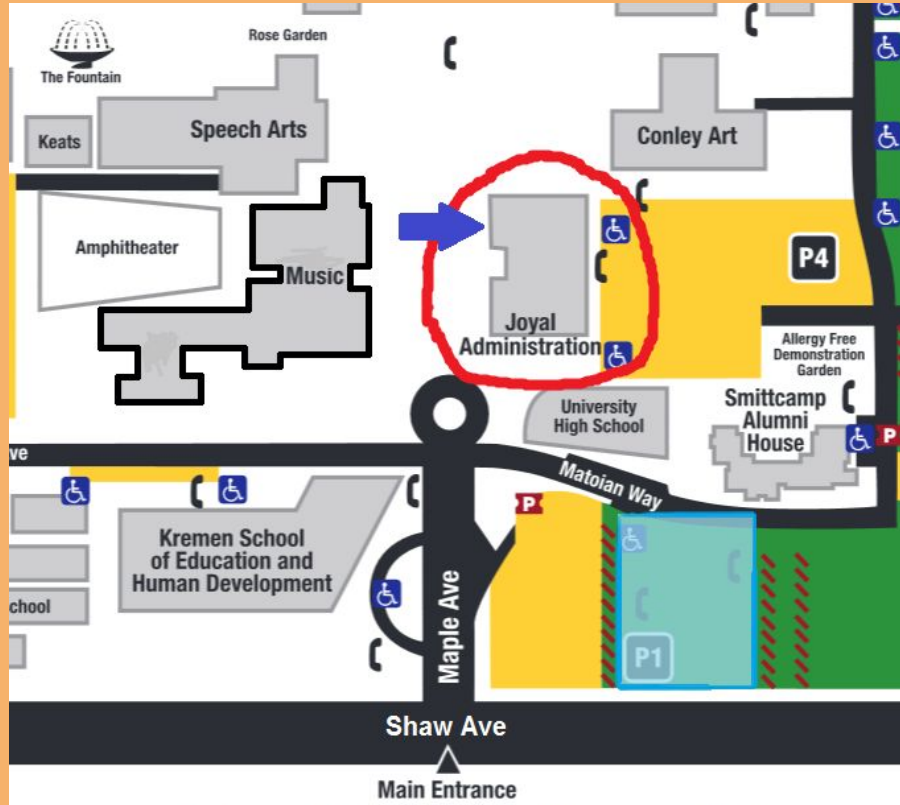
<input type="checkbox"/> Date of Birth	Office Use Only
_____ Correct Date of Birth	Date of Birth on File

<input type="checkbox"/> Gender	Office Use Only
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary
	Gender on File

Email sent: _____	Office Use Only
ISSP _____ Cal State Teach _____	Checklist: _____
Initial _____ Initial _____	Updated By: _____ Date: _____
Comments: _____	

ate 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 using the name Fresno State currently has on file.
- If there is a problem, call the University Registrar at 559.278.4743.

General Resources

Resources: Cross Cultural and Gender Center

- To create and maintain a campus of respect, inclusion, and opportunity; where all members of the campus community thrive, free from oppression and discrimination.
- www.fresnostate.edu/studentaffairs/ccgc/
- ccgclgbtq@mail.fresnostate.edu
- ccgcgender@mail.fresnostate.edu
- Thomas Building Rm. 110
- 559.278.4435



Resources: Title IX

- Prohibits discrimination on the basis of sex, gender, or sexual orientation in the education programs and activities the California State University conducts.
- www.fresnostate.edu/titleix
- Library 4157: HAAK Admin Center on 4th floor, turn right off of elevator, office is along north side of hallway
- Appointments are available to meet with the Title IX Coordinator, by calling 559.278.2083
- Coordinator: Jamie Pontius-Hogan
 - Direct Line: 559.278.5357
 - Email: jphogan@csufresno.edu



Resources: Survivor Advocate

- Provides confidential support, resources and referral services; Advocates and supports students, staff, and faculty who have been impacted by violence; Promotes education and outreach efforts to increase awareness of sexual assault, dating/domestic violence, and stalking.
- www.fresnostate.edu/victimadvocate
- Student Health and Counseling Center
- 559.278.6796, #1



Resources: Student Cupboard

- A free food and hygiene pantry for current Fresno State students.
- www.fresnostate.edu/foodsecurity
- Industrial Technology Rm. 144
- 559.278.6621
- Food Security Project: Student Cupboard, CalFresh application assistance, Catered Cupboard, Swipe Out Hunger, and educational workshops like “How to Adult: Learning Beyond the Classroom”



Resources: Project HOPE

- To assist students in identifying barriers to academic success and to ensure their basic needs are met.
- www.fresnostate.edu/projecthope
- Instagram: @fsprojecthope
- Student Health and Counseling Center
- 559.278.6736



Resources: Student Health and Counseling Center

- To promote the academic and personal success of Fresno State students by encouraging the maintenance of healthy lifestyles and providing affordable and accessible health and psychological care.
- www.fresnostate.edu/health
- 559.278.2734
- Student Guide to Mental Health and Well-Being:
bit.ly/FSWellBeingBooklet



Resources: Money Management Center

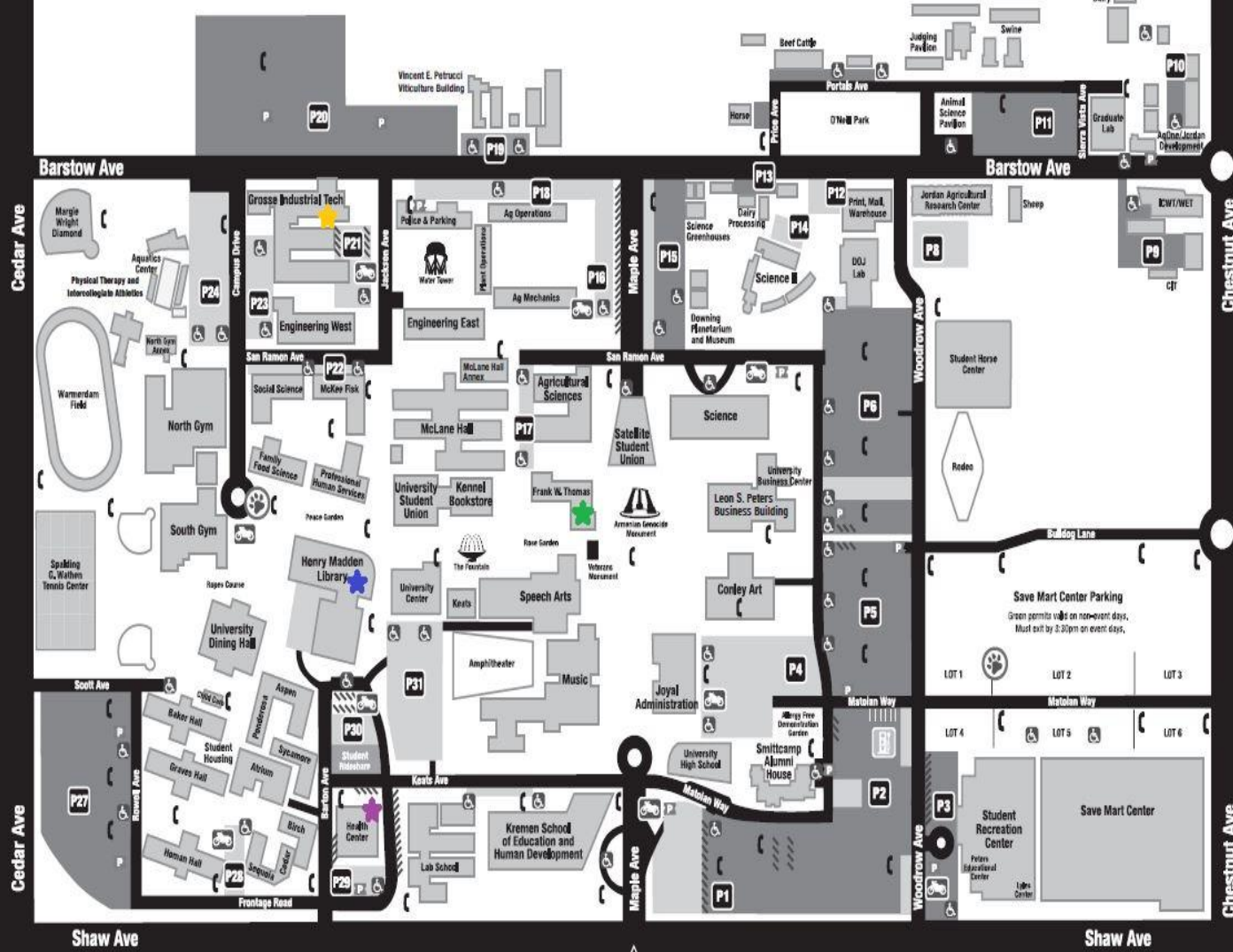
- To improve the financial well-being of our students by providing education, financial counseling, tools, and solutions to achieve greater financial independence, which leads to student success.
- www.fresnostate.edu/moneycenter
- Facebook and Instagram: @FresnoStateMoney
- Twitter: @FS_MoneyCenter
- Thomas Building Rm. 104
- 559.278.2381
- 24-hour a day financial management portal:
fresnostate.edu/unleashed



Resources: Career Development Center

- To educate, prepare and connect students for career and lifelong success.
- www.fresnostate.edu/studentaffairs/careers/
- Thomas Building Rm. 103
- 559.278.2381
- Additional Resources: Career Counseling and Assessment, Career Development Workshops and Events, Job Fairs, Internships, On Campus Employment, Money Management, and the Clothing Closet





★ Student Cupboard

★ Cross Cultural and Gender Center
 - Money Management Center
 - Career Development Center

★ Title IX

★ Survivor Advocate
 - Project HOPE
 - Student Health and Counseling Center

