

# How to Change Your Personal Pronoun in Self-Service Banner (SSB)

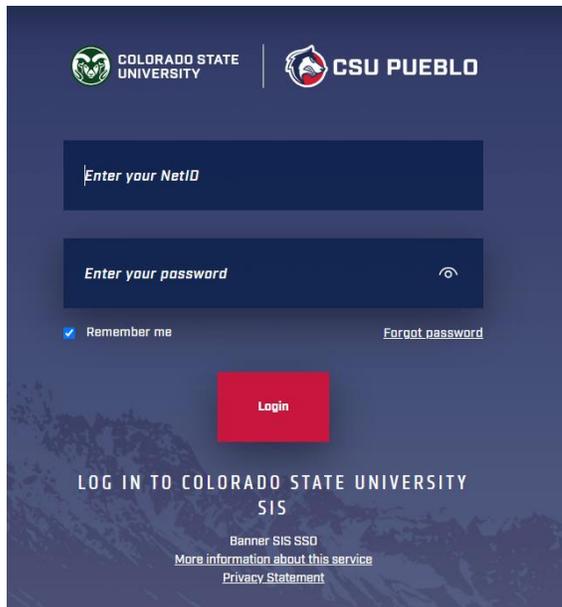
---

## Important

- Access to change your personal pronoun is in [PAWS](#) under the **Personal** module. This will lead you to Self-Service Banner (SSB), the online tool where you can manage your personal information.
- For questions, please contact the Registrar's Office at 719-549-2261 or [csup\\_registrar@csupueblo.edu](mailto:csup_registrar@csupueblo.edu).

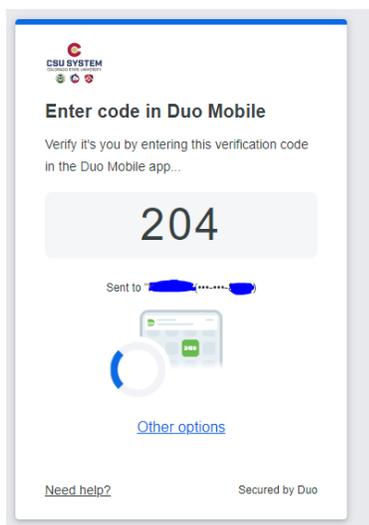
## DUO Two-Factor Authentication

1. After clicking the **Personal** module in PAWS, enter your login credentials.



The screenshot shows the login interface for the Colorado State University SIS. At the top, there are logos for Colorado State University and CSU Pueblo. Below the logos, there are two input fields: "Enter your NetID" and "Enter your password". The password field has a toggle icon for visibility. Below the input fields, there is a "Remember me" checkbox (checked) and a "Forgot password" link. A red "Login" button is centered below these options. At the bottom, the text reads "LOG IN TO COLORADO STATE UNIVERSITY SIS" with links for "Banner SIS SSO", "More information about this service", and "Privacy Statement".

2. Using the DUO app on your phone, enter the code that appears on screen



The screenshot shows the Duo Mobile verification screen. At the top, it says "CSU SYSTEM" with a logo. Below that, it says "Enter code in Duo Mobile" and "Verify it's you by entering this verification code in the Duo Mobile app...". A large grey box displays the verification code "204". Below the code, it says "Sent to" followed by a redacted phone number. There is an icon of a smartphone with a green checkmark. Below the icon, there is a link for "Other options". At the bottom, there is a link for "Need help?" and the text "Secured by Duo".

## Personal Information

There is a quick summary of your information on the left side of the screen. Please note that if you do not have a personal pronoun selected, “()” will be displayed next to your name.

A screenshot of a personal information summary card. The card contains several fields: a name field with a dropdown arrow, an ID Number field, an email address field with an envelope icon, and a phone number field with a phone icon. A personal pronoun field is indicated by a callout box labeled "Personal Pronoun" pointing to a dropdown arrow next to the name field. Other callout boxes label the "Name", "Student ID Number", "Email Address", and "Phone Number" fields.

## To Change Your Personal Pronoun

3. Click on **Edit** under *Personal Details*.

A screenshot of a personal details summary card. The card displays fields for First Name, Middle Name, Last Name, Date of Birth, Preferred First Name, and Personal Pronoun. A callout box labeled "Personal Details" points to the card's header. Another callout box labeled "Edit" points to a blue "Edit" button with a checkmark icon in the top right corner of the card.

4. In the pop-up window that appears, you can change your Preferred First Name and your Personal Pronoun. Click **Update** when you are finished.

A screenshot of the "Edit Personal Details" pop-up window. The window has a title bar with an information icon and a close button. It contains input fields for First Name, Middle Name, Last Name, Date of Birth, and Preferred First Name. The Personal Pronoun field is a dropdown menu currently showing "He/Him". At the bottom, there are two buttons: "Cancel" and "Update".

5. Under your summary information on the left, you will see your selected pronoun (if you did not select *Not Applicable*) appear next to your name.

Your pronoun will also display under *Personal Details*. This field will display “-“ if *Not Applicable* is selected.

---

[Redacted] (He/Him)

ID Number: [Redacted]

---

 [Redacted]

 [Redacted]

---

Personal Details		
First Name	Middle Name	Last Name
[Redacted]	[Redacted]	[Redacted]
Date of Birth	Preferred First Name	Personal Pronoun
[Redacted]	[Redacted]	He/Him

**Updated  
Personal Pronoun**

### Additional Information:

- Currently, your selected personal pronoun is shown in Self Service Banner and Starfish. This information is visible to faculty and advisors.

### Questions?

- Please contact the Registrar’s Office at 719-549-2261 or [csup\\_registrar@csupueblo.edu](mailto:csup_registrar@csupueblo.edu).