How to Change Your Personal Pronoun in Self-Service Banner (SSB)
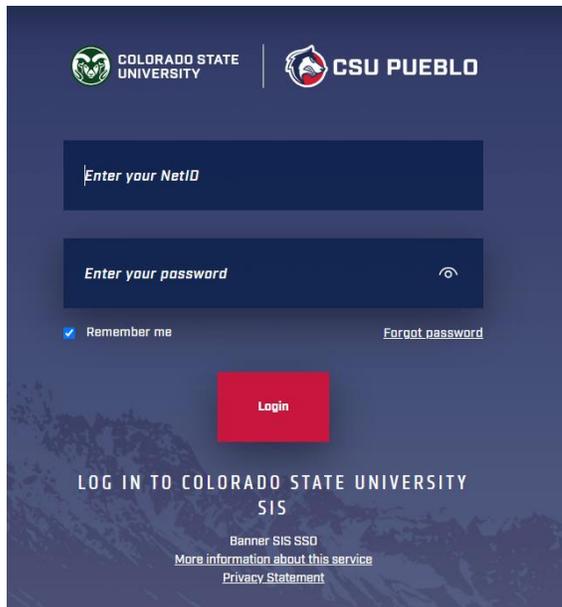
Important
- Access to change your personal pronoun is in [PAWS](#) under the **Personal** module. This will lead you to Self-Service Banner (SSB), the online tool where you can manage your personal information.
- For questions, please contact the Registrar's Office at 719-549-2261 or csup_registrar@csupueblo.edu.
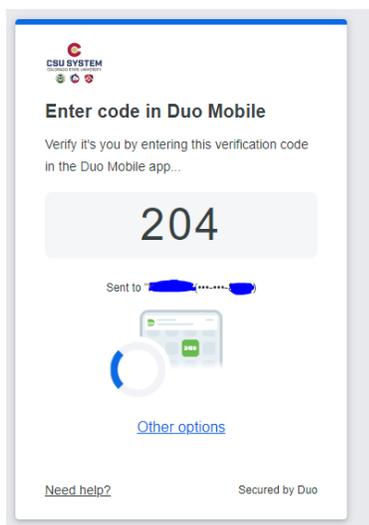
DUO Two-Factor Authentication

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

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

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.

To Change Your Personal Pronoun

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

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.

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.

Additional Information:

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

Questions?

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