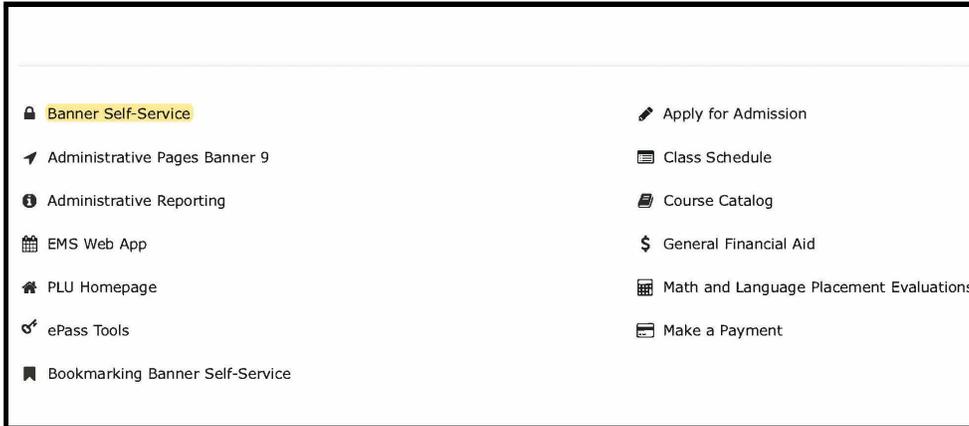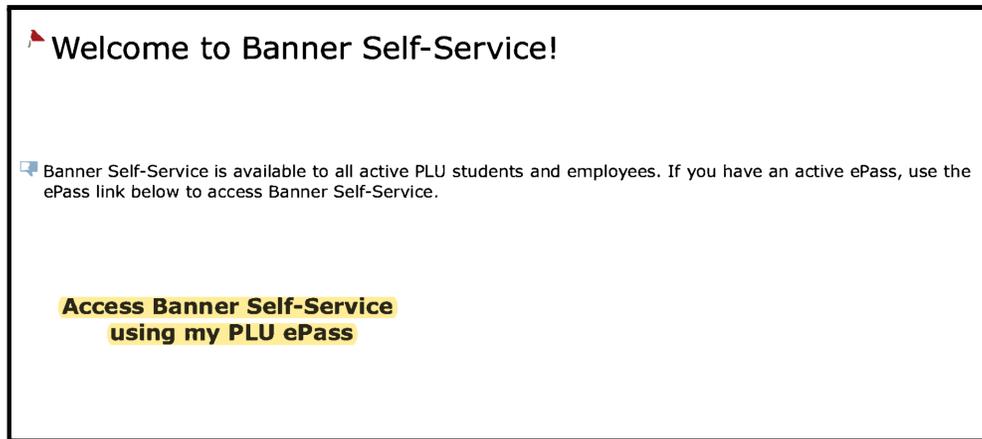# How to update your chosen name, gender identity and pronouns through Banner Self-Service:

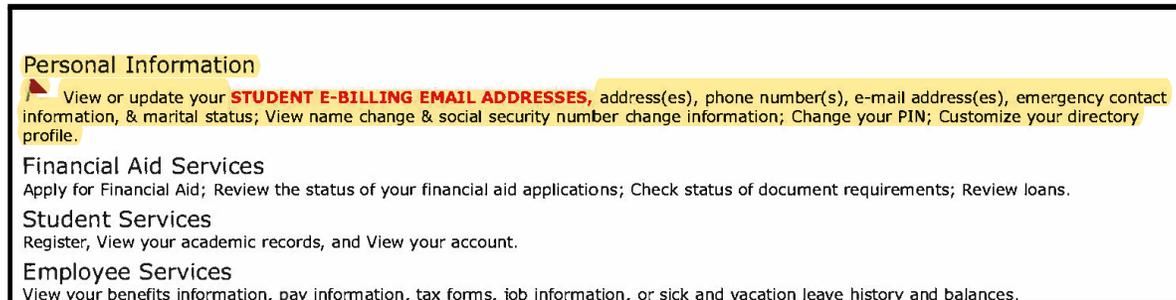**Step 1:** Go to: https://banweb.plu.edu/pls/pap/twbkwbis.P_GenMenu?name=homepage and select "Banner Self-Service".

🔒 Banner Self-Service

➤ Administrative Pages Banner 9

ℹ Administrative Reporting

📅 EMS Web App

🏠 PLU Homepage

⚐ ePass Tools

🔖 Bookmarking Banner Self-Service

✏ Apply for Admission

🖳 Class Schedule

📖 Course Catalog

$ General Financial Aid

🧮 Math and Language Placement Evaluations

💳 Make a Payment

Step 2: Select "Access Banner Self-Service using my PLU ePass" and log in.

🚩 **Welcome to Banner Self-Service!**

🖳 Banner Self-Service is available to all active PLU students and employees. If you have an active ePass, use the ePass link below to access Banner Self-Service.

Access Banner Self-Service using my PLU ePass

Step 3: Select "Personal Information".

Personal Information
🚩 View or update your **STUDENT E-BILLING EMAIL ADDRESSES,** address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile.

Financial Aid Services
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Student Services
Register, View your academic records, and View your account.

Employee Services
View your benefits information, pay information, tax forms, job information, or sick and vacation leave history and balances.

Step 4: Select "View/Update Personal Information".

Step 5: Select "Edit" in the right hand corner of the "Personal Details" tab**.**

Step 6: Edit your chosen name, pronouns and gender identification. When you're finished, hit "update" and you're all done! Please note, you are **not** able to edit your legal first and last name, DOB and legal sex.

Pronoun options include: Not Applicable, ask me for my Pronouns, He/Him/His, He/They, Not listed, Prefer Not to say, She/He/They, She/Her/Hers, She/They, They/Them/Theirs, Use my Name, Xe/Xem/Xyrs, Ze/Hir/Hirs, Ze/Zir/Zirs.

Gender Identification options include: Not applicable, Decline to Answer, Gender Non-Binary, Gender Questioning, Intersex, Man, Not Listed, Transgender, Two Spirit, Woman.