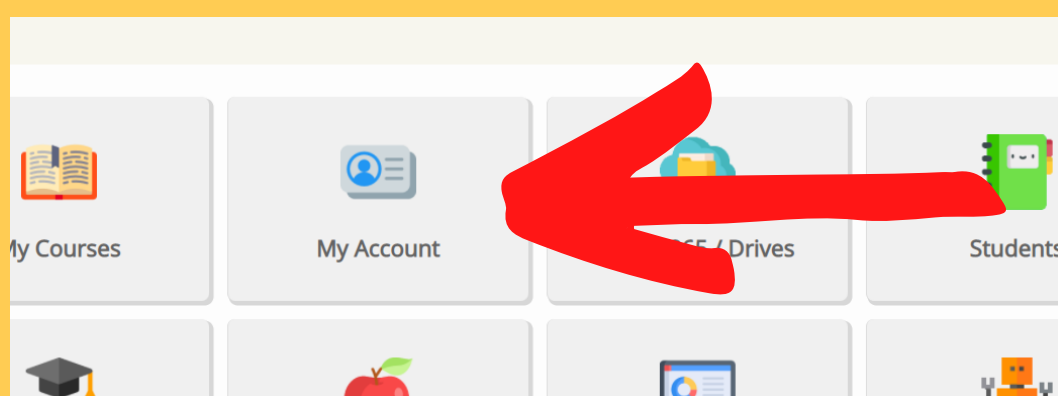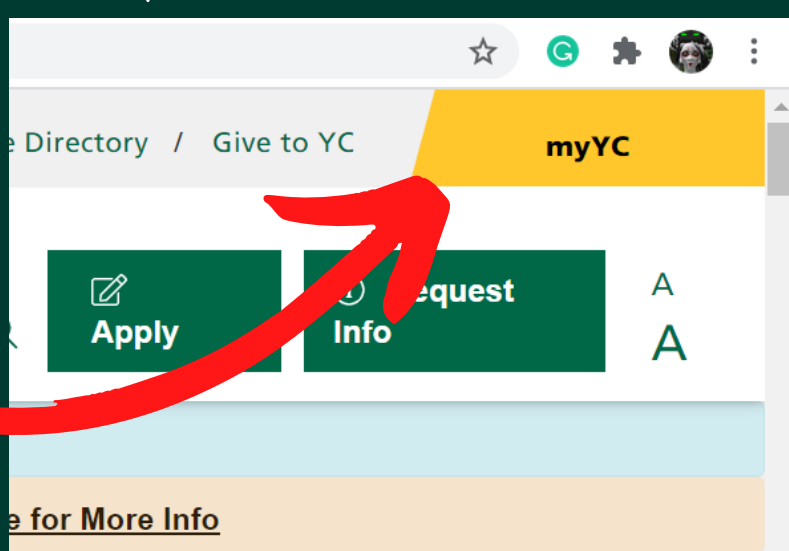# A GUIDE TO
# CHANGING YOUR PRONOUNS AND DISPLAY NAME
## IN THE YAVAPAI COLLEGE SYSTEM

At Yavapai College, we acknowledge a person's right to assert their own identity and strive to make everyone feel welcome at our institution. To model the everyday practice of using inclusive language, YC has established a simple way for students, staff, and faculty to record their preferred name and pronouns in Banner, the college's data management program.
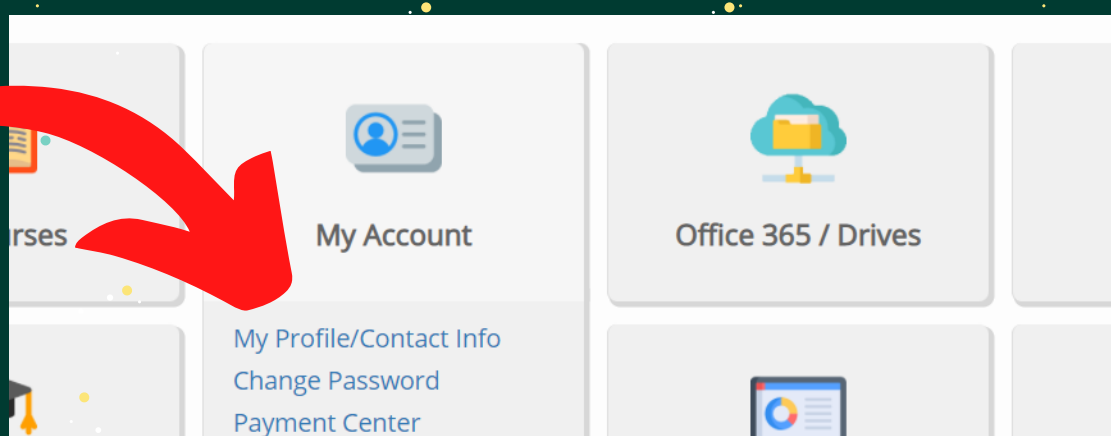
With a few clicks, you can set the name and pronouns that best reflect you.
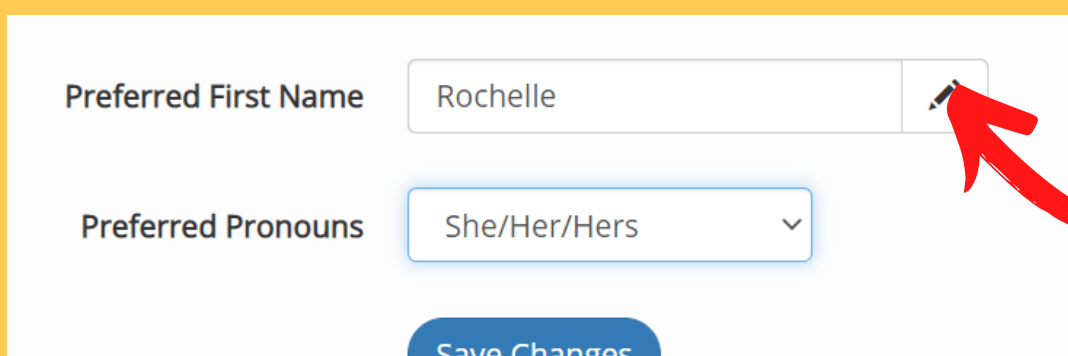
**TO START, GO TO YC.EDU AND LOG INTO MY YC**

**CLICK ON "MY ACCOUNT"**

**THEN CLICK "MY PROFILE/CONTACT INFO"**

HERE, YOU CAN CHOOSE THE FIRST NAME THAT PEOPLE AT THE COLLEGE WILL SEE WHEN THEY ACCESS YOUR STUDENT OR EMPLOYEE RECORDS.
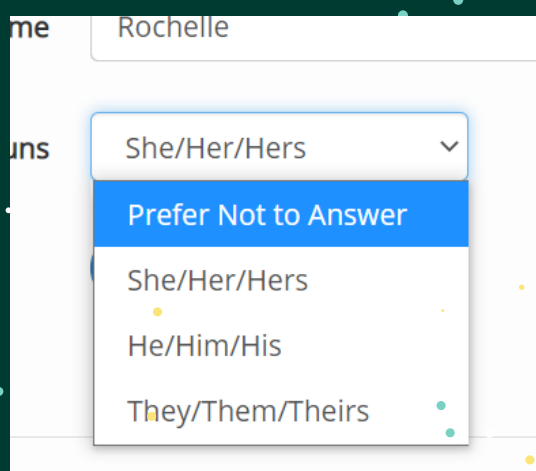
STUDENTS: CLICK THE EDIT BUTTON TO ENTER YOUR PREFERRED NAME

FACULTY AND STAFF: PLEASE CONTACT HR TO MAKE THIS CHANGE.

YOU CAN ALSO CHOOSE THE PRONOUNS YOU WOULD LIKE OTHERS TO USE WHEN THEY REFER TO YOU. CURRENTLY THE OPTIONS ARE

- SHE/HER/HERS,
- HE/HIM/HIS
- THEY/THEM/THEIRS
- PREFER NOT TO ANSWER

IF YOU CHOSE "PREFER NOT TO ANSWER," NO PRONOUN DATA WILL BE ADDED TO YOUR RECORDS IN THE COLLEGE SYSTEMS.

IF YOU HAVE SUGGESTIONS FOR OTHER PRONOUNS TO ADD TO THE OPTIONS PROVIDED, PLEASE LET US KNOW BY USING THE SUGGESTION FORM ON THIS PAGE

ONCE YOU HAVE ESTABLISHED YOUR PREFERRED NAME AND YOUR PRONOUNS IN BANNER, THEY WILL BE UPDATED THROUGHOUT THE SYSTEM AND SHARED WITH VARIOUS OTHER COLLEGE SOFTWARE PROGRAMS, INCLUDING CANVAS, SALESFORCE, DEGREE WORKS, AND ZOOM.