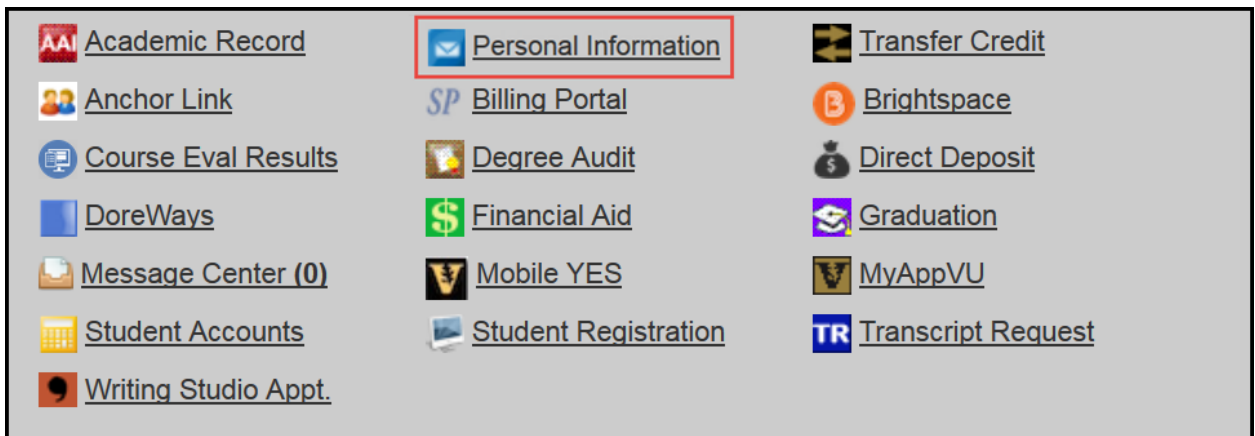




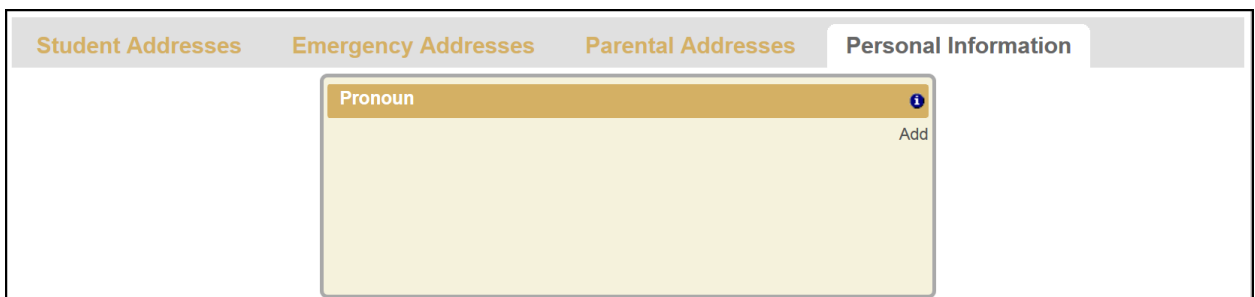
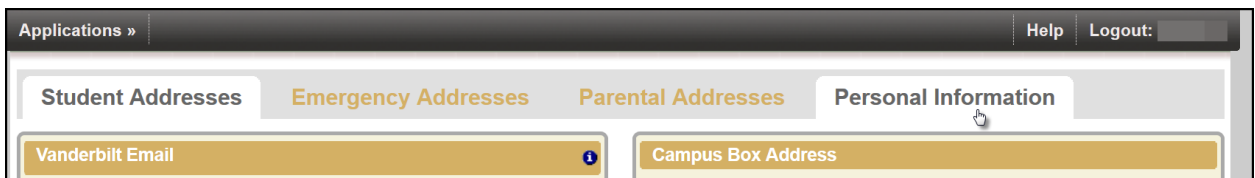
YES User Guide

Pronouns

1. On the **Student Landing** page, click **Personal Information**.

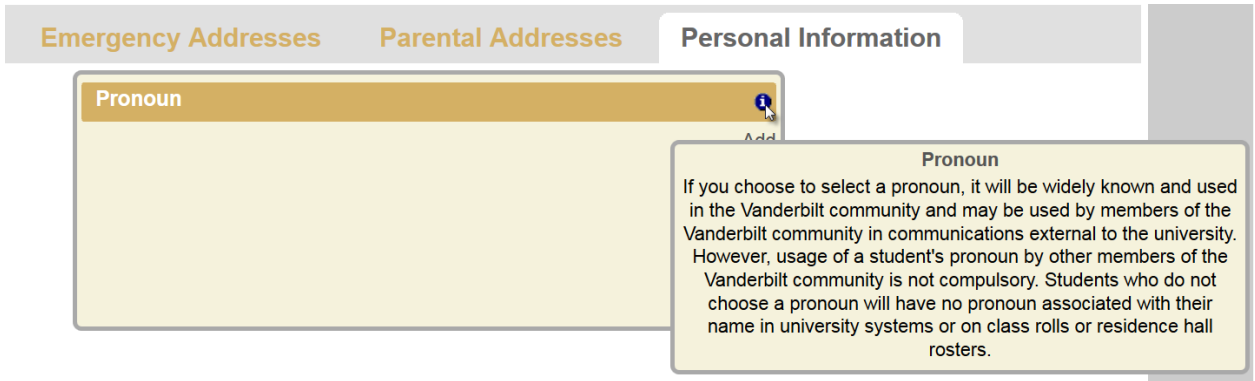


2. Click on the **Personal Information** tab.

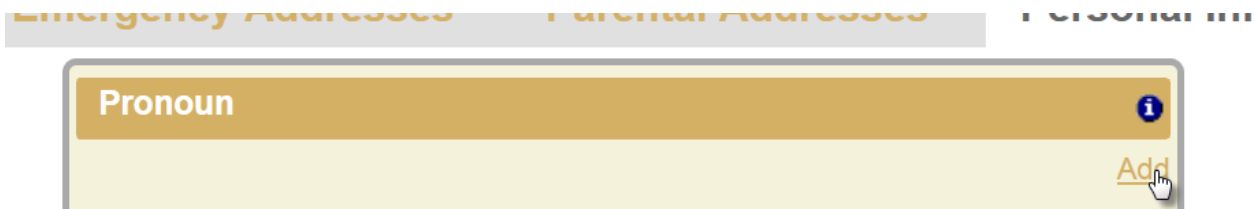


Personally identifiable information about pronouns will be used for business purposes including, but not limited to, inclusion of pronoun information on class rolls and residence hall rosters and distribution of pronoun information to academic advisers and other offices which regularly contact students. Faculty and staff members, including student employees, will have access to this information. The distribution of this information is intended to facilitate the use of a student's pronoun in communications, including address in public settings, and, if you choose to select a pronoun, it will be widely known and used in the Vanderbilt community and may be used by members of the Vanderbilt community in communications external to the university. However, usage of a student's pronoun by other members of the Vanderbilt community is not compulsory. Students who do not choose a pronoun will have no pronoun associated with their name in university systems or on class rolls or residence hall rosters.

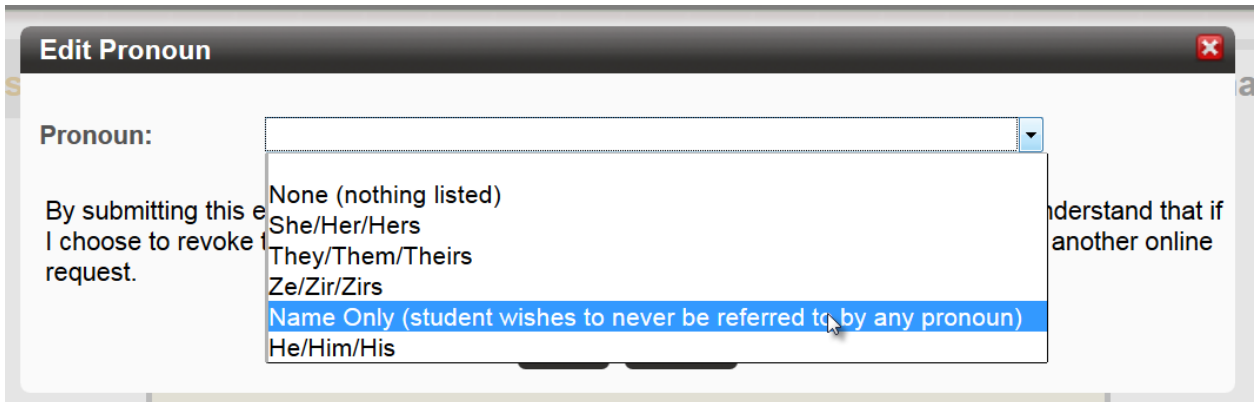
- a. Hover over the blue Information icon for additional information about pronouns.



3. To select a pronoun, click **Add**.



4. Select an option from the drop-down menu. **NOTE:** The default is None, meaning that no pronoun will display.



5. Click **Save**.

Edit Pronoun

Pronoun: Name Only (student wishes to never be referred to by any pronoun) ▾

By submitting this electronically, I am confirming my request for the use of a pronoun. I understand that if I choose to revoke this request or change my request, I will need to complete and submit another online request.

Save Cancel

Pronoun ⓘ

Pronoun: Name Only (student wishes to never be referred to by any pronoun) Edit

6. To change your selection, click **Edit**.

Pronoun ⓘ

Pronoun: Name Only (student wishes to never be referred to by any pronoun) Edit

Be sure to log out of YES when you have finished using the application.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.