



YES User Guide

Pronouns

1. Search for a student on the Student Search page. In the results, click **Personal Information**.

A screenshot of a student search results page. The page displays a student profile with the following details: DOB Dec 11, Source Peoplesoft, Class Junior, School(s) A&S, Major(s) Economics, and Deg Exp Term 2019 Spring. Below the profile information, there are several tabs: Academic Record, Personal Information (highlighted with a red box), Transfer Credit, and Advising Snapshot. A small profile picture of a student is visible on the left.

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

A screenshot of the 'Personal Information' tab in the YES system. The tab is selected and highlighted. Below the tab, there are two sections: 'Vanderbilt Email' and 'Campus Box Address'. The 'Vanderbilt Email' section has a dropdown arrow, and the 'Campus Box Address' section has a dropdown arrow.

3. The student's chosen pronoun will be listed on the **Personal Information** tab.

A screenshot of the 'Personal Information' tab in the YES system. The 'Pronoun' field is highlighted with a red box. The field contains the text 'Pronoun: She/Her/Hers'.

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