



YES User Guide: Pronouns

A guide to selecting pronouns in YES. Selecting a pronoun is optional.

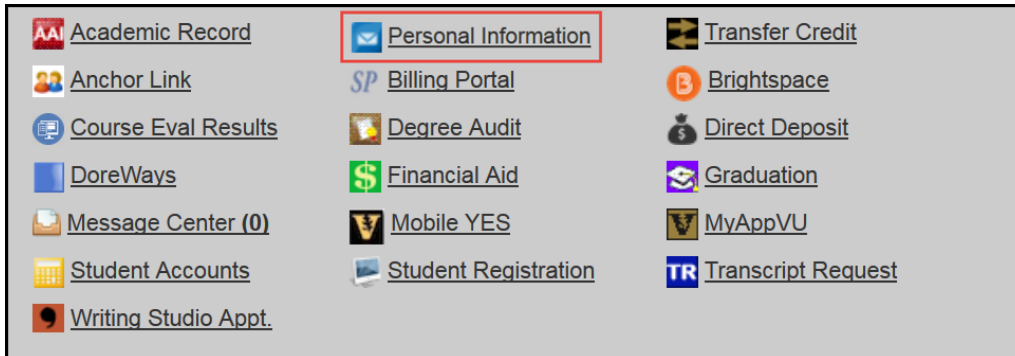
Contents

Selecting Pronouns	2
--------------------------	---

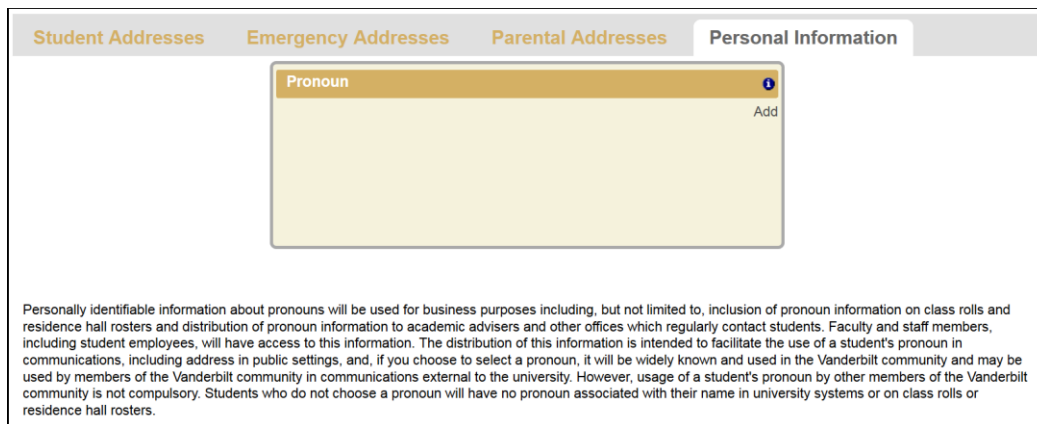
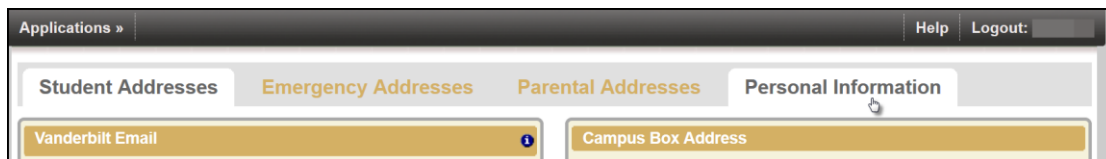


Selecting Pronouns

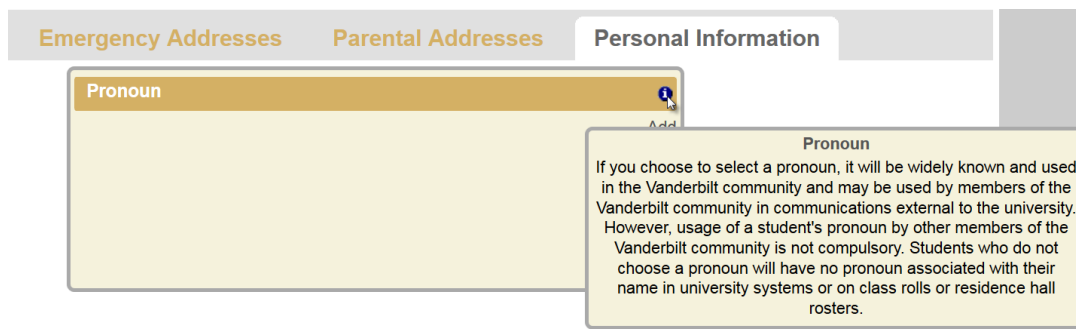
1. On the **Student Landing** page, click **Personal Information**.



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



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





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

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

- Click **Save**.



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

The screenshot shows a form field with a gold header bar containing the word "Pronoun" and a blue information icon. Below the header, the text "Pronoun: Name Only (student wishes to never be referred to by any pronoun)" is displayed. To the right of this text is a gold "Edit" button with a mouse cursor hovering over it.

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