

## Nazareth in support of LGBTQ+ Education & Advocacy Programs

Thank you for updating your record in NazNet Self-Service. What happens now? Next steps are listed below and instructions are provided on how to update your Gmail display name.

### Selection of Pronouns

If you added personal pronouns to your record they will show in the following locations:

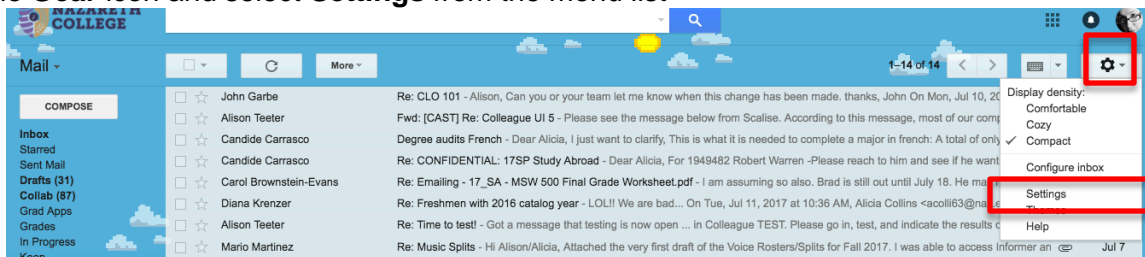
- Your user profile in NazNet Self-Service
- Student Planning when your advisor(s) logs into your record
- Class rosters in NazNet Self-Service (faculty see your name and pronouns on their class lists)
- Nazareth On-line Directory

### Next Steps if you Selected a Chosen First Name (CFN) that is different from your legal first name

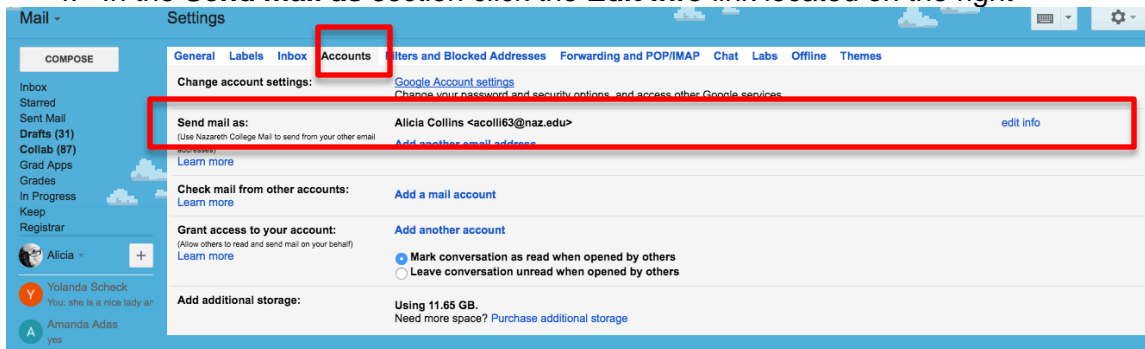
- Within 2 business days Campus Safety will reprint your ID card showing CFN. Stop by and pick up your new card!
- CFN will show on class rosters, NazNet Self-Service & Student Planning, Moodle, Starfish, Handshake, ID card, NazAlert and the Naz Online Directory.
- The college must use legal first name on financial and student accounts records, as well as academic transcripts. To protect student privacy, print mailings home also use legal first name.

## How to Change your Displayed Name in Naz Gmail

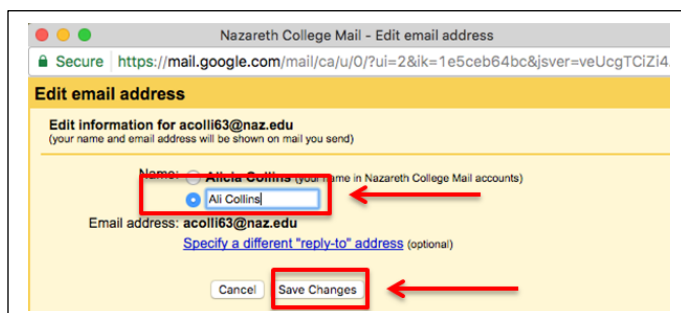
1. Log on to your account at <http://gmail.com> or click on **Google Apps** from the Quicklinks menu on [naz.edu](http://naz.edu)
2. Click the **Gear** icon and select **Settings** from the menu list



3. Click the **Accounts** link
4. In the **Send mail as** section click the **Edit Info** link located on the right



5. In the **Name** section, click the radio button with blank text box next to it
6. Type your new display name in the text box and then click **Save Changes**



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