

[How do I change my gender pronouns or chosen name in university systems?](#)

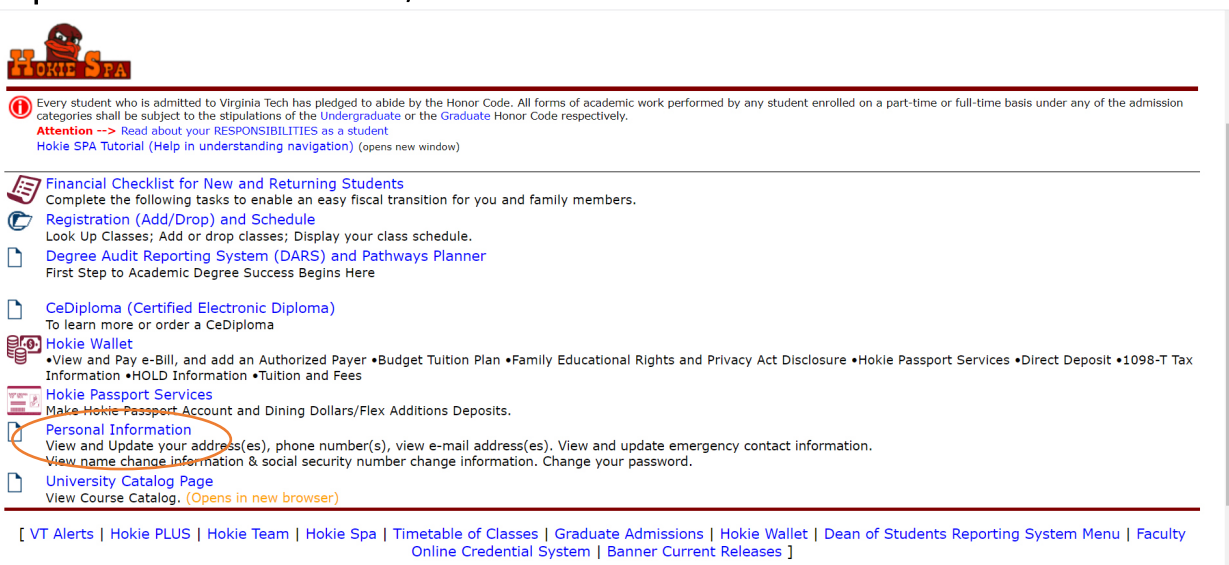
You can indicate your gender pronouns and/or chosen names through [HokieSPA](#).

You can voluntarily indicate your gender pronouns from a drop-down menu of pre-determined pronoun options. Once you choose a pronoun, it will display on the class rosters that faculty receive. If you do not indicate your pronouns in HokieSPA, no pronoun information will display on faculty class rosters.

You no longer need to submit a paper form for chosen name changes.

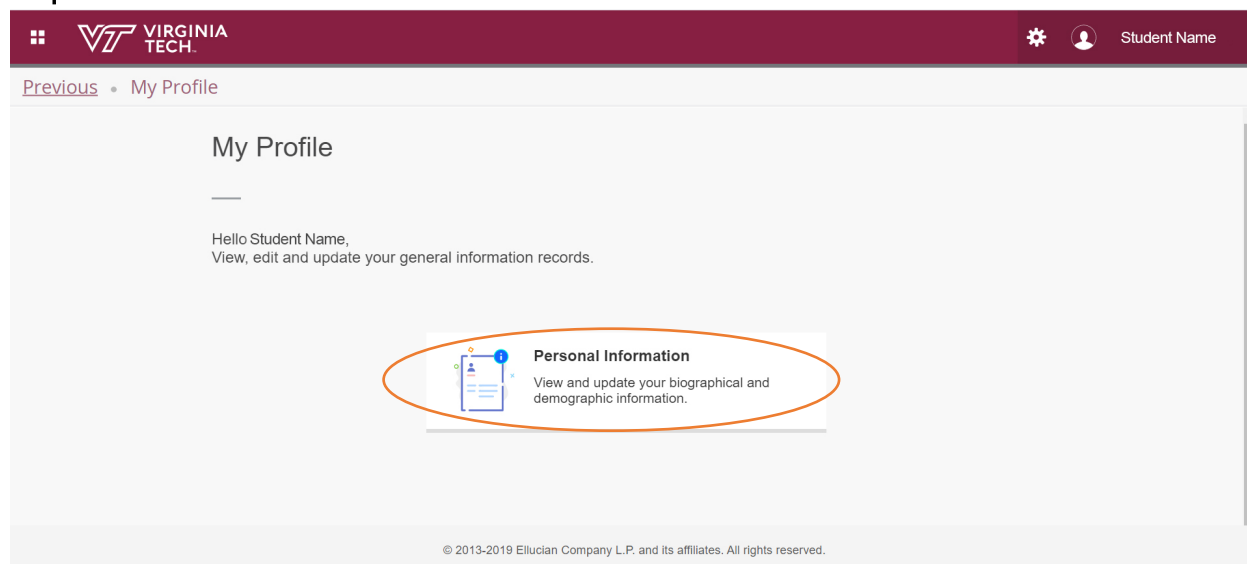
Requests for a legal name change through the [Registrar's Office](#) still require supporting documentation.

Step 1. From the HokieSPA menu, select "Personal Information"



The screenshot shows the HokieSPA menu. At the top is the HokieSPA logo. Below it is a red banner with a warning icon and text: "Every student who is admitted to Virginia Tech has pledged to abide by the Honor Code. All forms of academic work performed by any student enrolled on a part-time or full-time basis under any of the admission categories shall be subject to the stipulations of the Undergraduate or the Graduate Honor Code respectively. Attention --> Read about your RESPONSIBILITIES as a student Hokie SPA Tutorial (Help in understanding navigation) (opens new window)". Below the banner is a list of links with icons: "Financial Checklist for New and Returning Students" (document icon), "Registration (Add/Drop) and Schedule" (calendar icon), "Degree Audit Reporting System (DARS) and Pathways Planner" (document icon), "CeDiploma (Certified Electronic Diploma)" (document icon), "Hokie Wallet" (wallet icon), "Hokie Passport Services" (passport icon), "Personal Information" (person icon, circled in orange), and "University Catalog Page" (book icon). At the bottom is a navigation bar with links: [VT Alerts | Hokie PLUS | Hokie Team | Hokie Spa | Timetable of Classes | Graduate Admissions | Hokie Wallet | Dean of Students Reporting System Menu | Faculty Online Credential System | Banner Current Releases].

Step 2. Click the box labeled "Personal Information"



The screenshot shows the "My Profile" page. At the top is a maroon header with the Virginia Tech logo, a settings gear icon, a user profile icon, and the text "Student Name". Below the header is a breadcrumb trail: "Previous • My Profile". The main content area has the title "My Profile" and a subtitle "Hello Student Name, View, edit and update your general information records." Below this is a box labeled "Personal Information" with a person icon and the text "View and update your biographical and demographic information." The box is circled in orange. At the bottom is a footer: "© 2013-2019 Ellucian Company L.P. and its affiliates. All rights reserved."

Step 3. In the upper right-hand corner, select "Edit"

The screenshot shows the 'My Profile' page for a Virginia Tech student. The page has a maroon header with the VT logo and 'VIRGINIA TECH.' on the left, and a settings gear, a user icon, and the name 'Student Name' on the right. Below the header, the breadcrumb 'My Profile > Personal Information' is visible. The main content area is divided into two sections. On the left is a 'Student Name' card containing the ID Number (000000000), email (studentemail@vt.edu), address (0000 Student Home Address, City State, 0000), and phone number (000 000 0000). On the right is a 'Personal Details' table with the following fields: First Name (Student), Middle Name (-), Last Name (Name), Date of Birth (Month 0, 0000), Marital Status (-), Legal Sex (Sex), Chosen First Name (-), Personal Pronoun (-), and Gender Identification (-). In the top right corner of the 'Personal Details' section, there is a blue circular button with a pencil icon and the text 'Edit', which is circled in orange.

Step 4. On this screen, you can provide your chosen first name and select personal pronouns and gender identification from the drop-down menus. Click update to save your changes.

The screenshot shows the 'Edit Personal Details' modal form overlaid on the 'My Profile' page. The modal has a title bar with 'Edit Personal Details' and an information icon, and a close button (X) in the top right. The form contains the following fields: First Name (text input with 'Student'), Middle Name (text input), Last Name (text input with 'Name'), Date of Birth (text input with 'Month 0, 0000'), Marital Status (text input), Legal Sex (text input with 'Sex'), Chosen First Name (text input with 'Enter Chosen First Name'), Personal Pronoun (drop-down menu), and Gender Identification (drop-down menu). At the bottom of the modal, there are two buttons: 'Cancel' and 'Update'. The 'Update' button is a blue button with white text and is circled in orange.