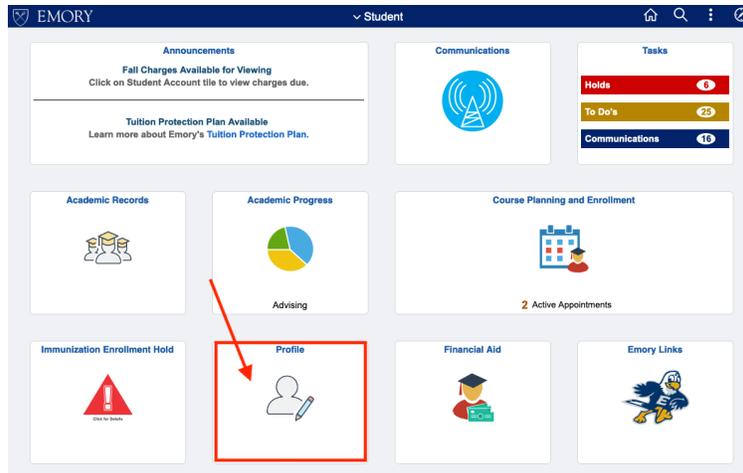
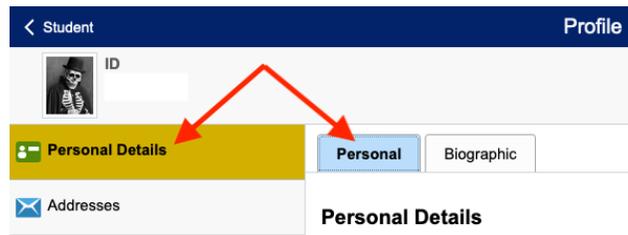


Emory University - Designated Pronoun Tutorial

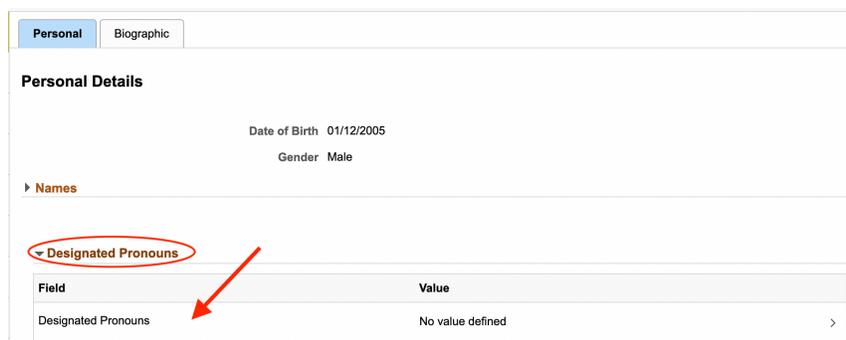
1. OPUS Navigation: Login to OPUS > Click on the “Profile” tile on your home screen:



2. Select the “Personal” tab under the “Personal Details” section:



3. To change your Designated Pronoun, select the row titled “Designated”:



4. In the “Edit Details” Box, select your designated pronoun. If you do not see your designated pronoun, select “pronoun not found” which will open up a text box for you enter your designated pronoun.

The image shows a screenshot of a web form titled "Edit Details". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, there is a label "*Designated Pronouns" with a red arrow pointing to a dropdown menu. The dropdown menu is open and shows the following options: "Prefer not to say", "Pronoun Not Listed", "he/him/his", "she/her/hers", "they/them/theirs", "xie/hir/hirs", and "ze/zir/zirs". A small blue information icon is visible to the right of the dropdown menu.

5. Save changes by clicking the “Save” button.