

OVERVIEW

This topic will explain how to indicate personal pronouns in SIS.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. **Student Home** appears. Click the **Profile** tile.
2. From the left side navigation pane, click **Personal Details** if it is not already selected.
3. Click **Biographic** on the top right of the page.
4. Click **Personal Pronouns** to expand the section, then click the row labelled **Personal Pronouns**.
5. Read the information in the window to learn who may have access to the personal pronouns you select.
6. Click the drop down box and select your personal pronouns. Click **Save**.
7. To remove your personal pronouns from SIS, select the blank row at the top of the drop down list, then click **Save**.