

## Declaring a Chosen/Preferred Name

Please <u>review the University's policy</u> on Chosen Name before declaring a Preferred Name.

Log into BannerWeb (banner.jefferson.edu) with your campus key and password, which will bring you to the main menu.

## Main Menu



Click on the link for Personal Information.

## Personal Information



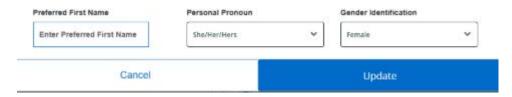
Click on the link for SSB9 General Person Information.



Click on the icon for Personal Information.



Click on the Edit icon in the upper right corner of the Personal Details information.



You can enter a Preferred First Name, select a Personal Pronoun, and/or select a Gender Identification. You do not need to enter information for all three areas. Click on Update when finished.