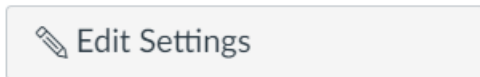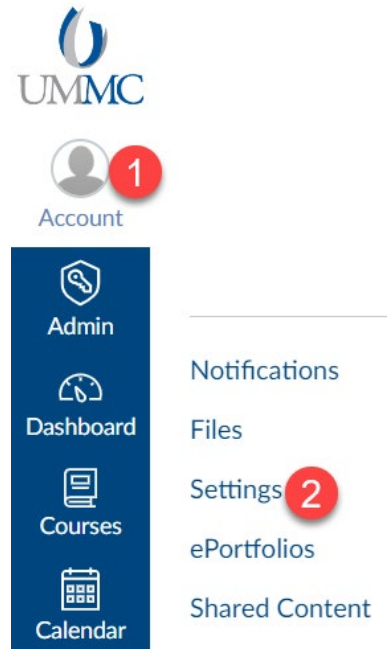## Quick Reference: **Enabling Preferred Pronouns**

When pronouns are enabled and users are allowed to change their pronouns, users can select their personal pronoun option in their User Account Settings. Only pronouns enabled in Account Settings can be selected; users cannot manually add their own pronouns.

Their personal pronouns will display after their name in areas throughout Canvas
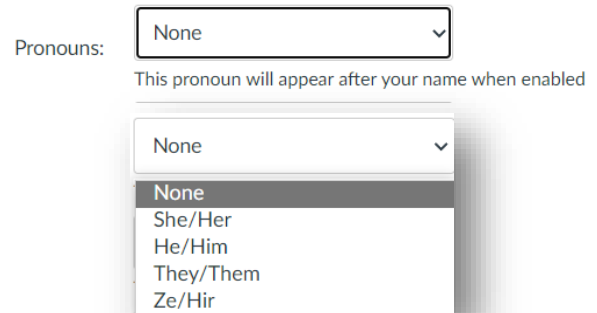
Once you have logged into your Canvas account, click on **'Account' (1)** in the Global Navigation panel then look for **'Settings' (2)** in the pop out menu that appears next.

On the next screen, look to the right side of the page for **'Edit Settings'** and click the gray button.

In the list of settings, you will see 'Pronouns' with a drop down menu. Click the drop down arrow to choose from the available options in the system.

Be sure you click **'Update Settings'** at the bottom of the page to save your changes!

Once updated, your pronouns will be reflected wherever your presence is on Canvas.