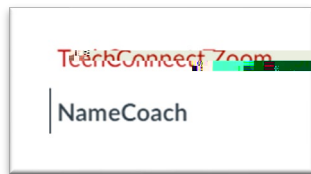


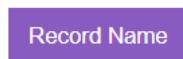
## Add your Preferred Gender Pronoun to your NameCoach Profile in Canvas

1. In the left navigation menu within any course in Canvas, click the “NameCoach” tab

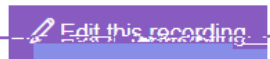


2. New or Existing NameCoach profiles:

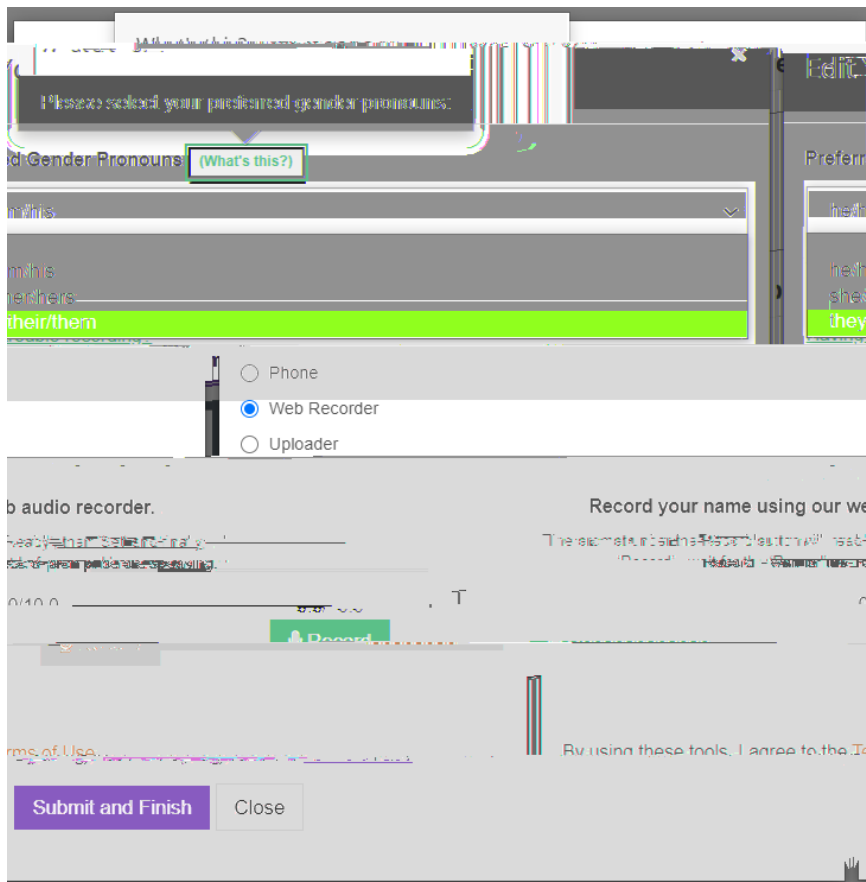
- a. If you have not recorded your name yet, Click “Record Name”



- b. If you have already recorded your name and want to add your pronoun to your profile, click “Edit this recording”



3. In the dropdown menu, choose your Preferred Gender Pronoun



4. Record your name (if needed)

5. Click “Submit and Finish”