

## [How do I change my gender pronouns or chosen name in university systems?](#)

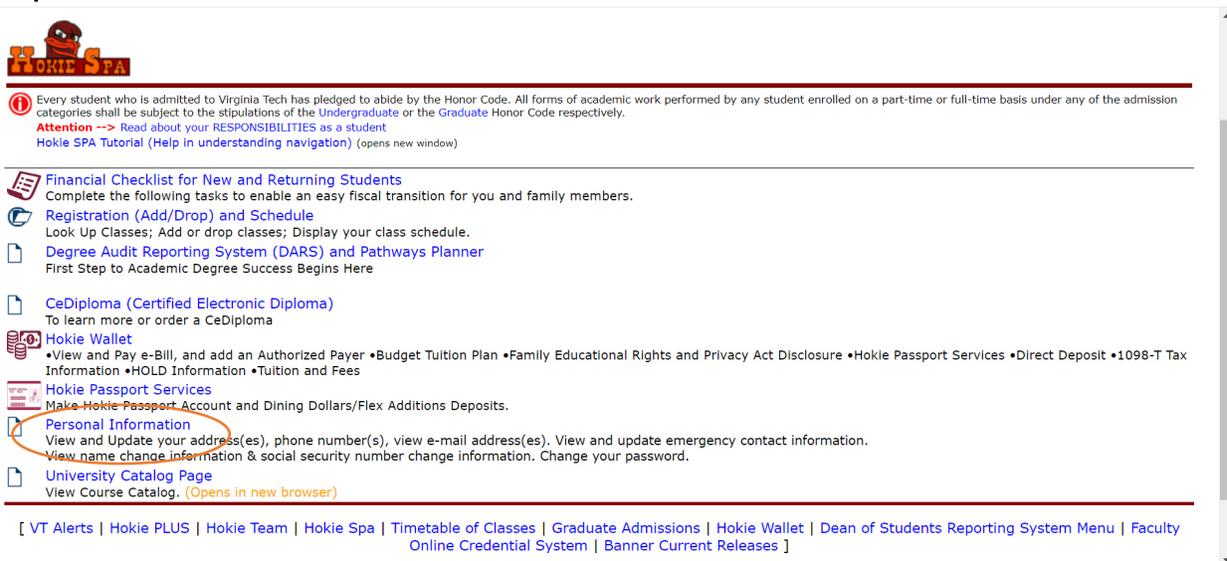
You can indicate your gender pronouns and/or chosen names through [HokieSPA](#).

You can voluntarily indicate your gender pronouns from a drop-down menu of pre-determined pronoun options. Once you choose a pronoun, it will display on the class rosters that faculty receive. If you do not indicate your pronouns in HokieSPA, no pronoun information will display on faculty class rosters.

You no longer need to submit a paper form for chosen name changes.

Requests for a legal name change through the [Registrar's Office still require supporting documentation](#).

### Step 1. From the HokieSPA menu, select "Personal Information"

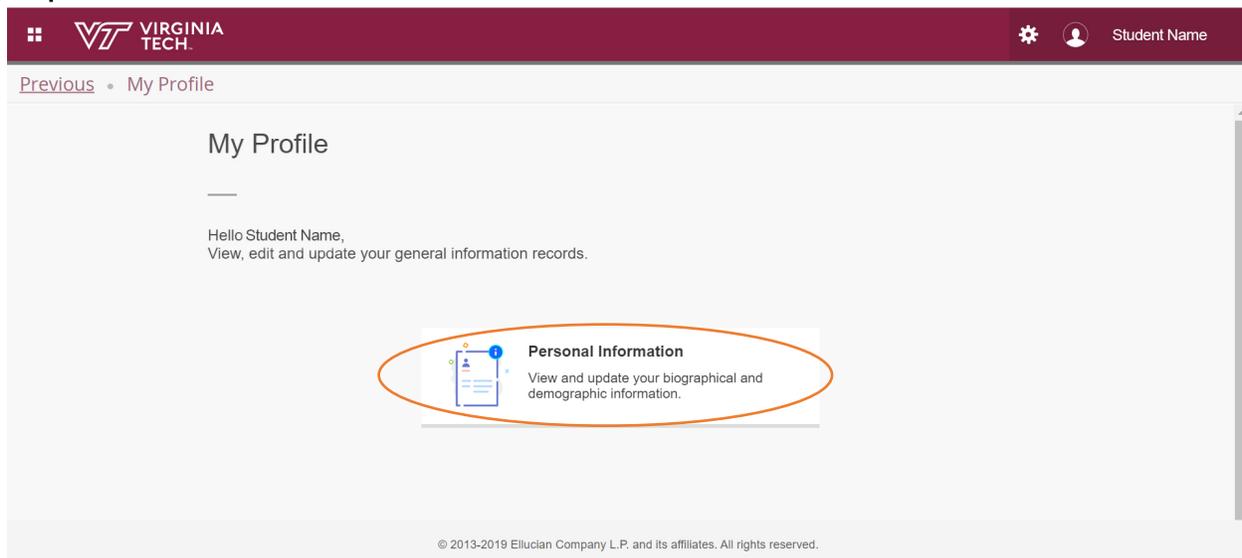


The screenshot shows the HokieSPA main menu. At the top is the HokieSPA logo. Below it is a red banner with an information icon and text: "Every student who is admitted to Virginia Tech has pledged to abide by the Honor Code. All forms of academic work performed by any student enrolled on a part-time or full-time basis under any of the admission categories shall be subject to the stipulations of the Undergraduate or the Graduate Honor Code respectively. Attention --> Read about your RESPONSIBILITIES as a student Hokie SPA Tutorial (Help in understanding navigation) (opens new window)". Below the banner is a list of menu items, each with an icon and a brief description. The "Personal Information" item is circled in orange. At the bottom of the menu is a navigation bar with links: [ VT Alerts | Hokie PLUS | Hokie Team | Hokie Spa | Timetable of Classes | Graduate Admissions | Hokie Wallet | Dean of Students Reporting System Menu | Faculty Online Credential System | Banner Current Releases ]

- Financial Checklist for New and Returning Students**  
Complete the following tasks to enable an easy fiscal transition for you and family members.
- Registration (Add/Drop) and Schedule**  
Look Up Classes; Add or drop classes; Display your class schedule.
- Degree Audit Reporting System (DARS) and Pathways Planner**  
First Step to Academic Degree Success Begins Here
- CeDiploma (Certified Electronic Diploma)**  
To learn more or order a CeDiploma
- Hokie Wallet**  
•View and Pay e-Bill, and add an Authorized Payer •Budget Tuition Plan •Family Educational Rights and Privacy Act Disclosure •Hokie Passport Services •Direct Deposit •1098-T Tax Information •HOLD Information •Tuition and Fees
- Hokie Passport Services**  
Make Hokie Passport Account and Dining Dollars/Flex Additions Deposits.
- Personal Information**  
View and Update your address(es), phone number(s), view e-mail address(es). View and update emergency contact information. [View name change information](#) & social security number change information. Change your password.
- University Catalog Page**  
View Course Catalog. [\(Opens in new browser\)](#)

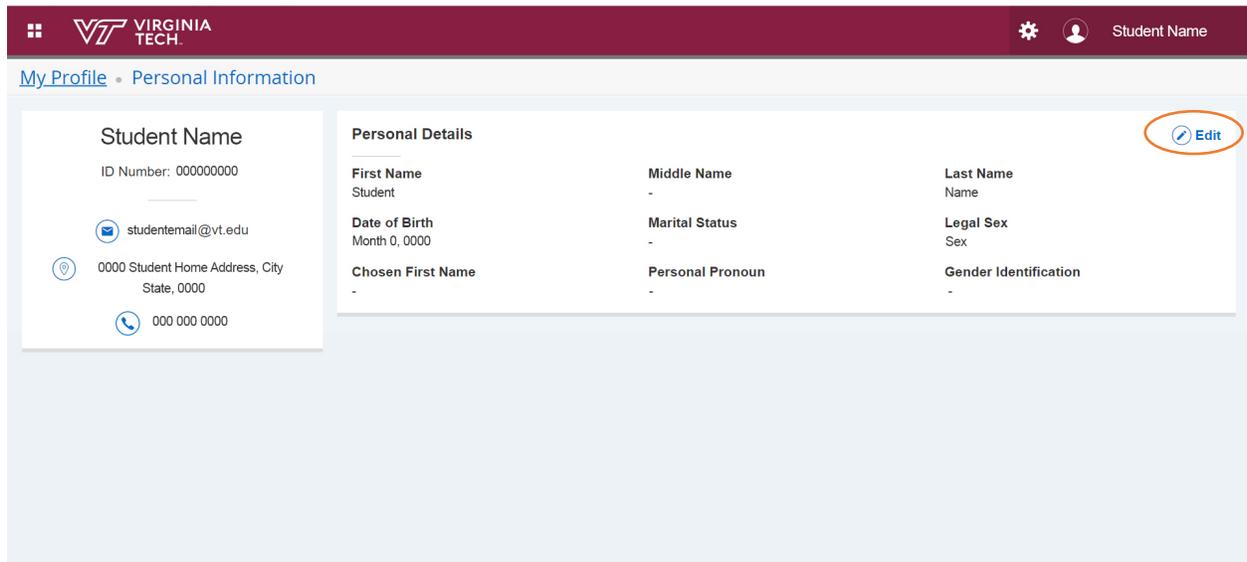
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### Step 2. Click the box labeled "Personal Information"



The screenshot shows the "My Profile" page in HokieSPA. At the top is the Virginia Tech logo and the text "VIRGINIA TECH." followed by a settings gear icon, a user profile icon, and the text "Student Name". Below the header is a breadcrumb trail: "Previous • My Profile". The main content area is titled "My Profile" and contains the text: "Hello Student Name, View, edit and update your general information records." Below this text is a button labeled "Personal Information" with a document icon and a blue information icon. The button is circled in orange. Below the button is the text: "View and update your biographical and demographic information." At the bottom of the page is a copyright notice: "© 2013-2019 Ellucian Company L.P. and its affiliates. All rights reserved."

**Step 3. In the upper right-hand corner, select "Edit"**



**Step 4. On this screen, you can provide your chosen first name and select personal pronouns and gender identification from the drop-down menus. Click update to save your changes.**

