University Health Services at UC Berkeley
A guide for editing pronouns, preferred name, gender identity and sexual orientation
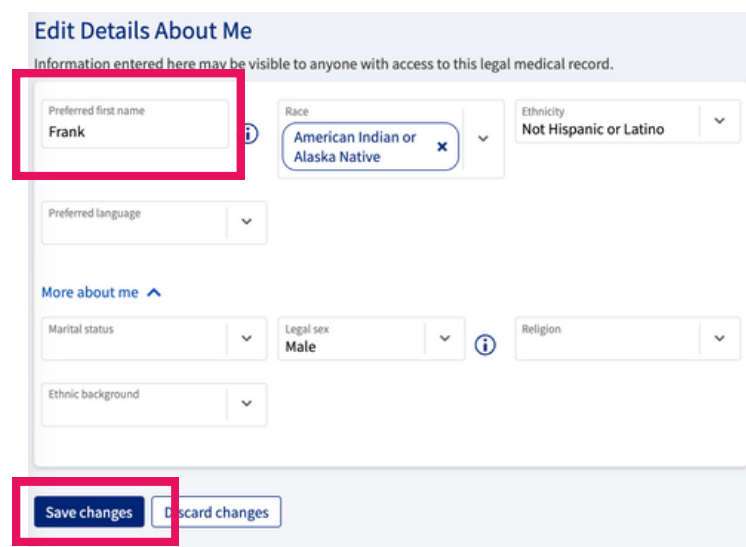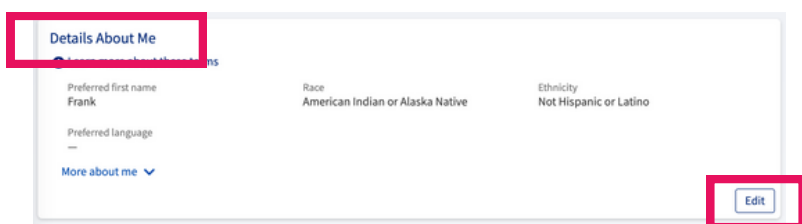
Editing your Preferred Name

1. Log on to MyUCBerkeleyHealth

2. Go to the side bar menu, scroll down under "Settings" and select "Personal Information."

3. In the section "Details about Me" choose the "Edit" button and update the Preferred first name" section and then click "Save Changes."

Information you enter here will be visible to anyone with access to your medical record.
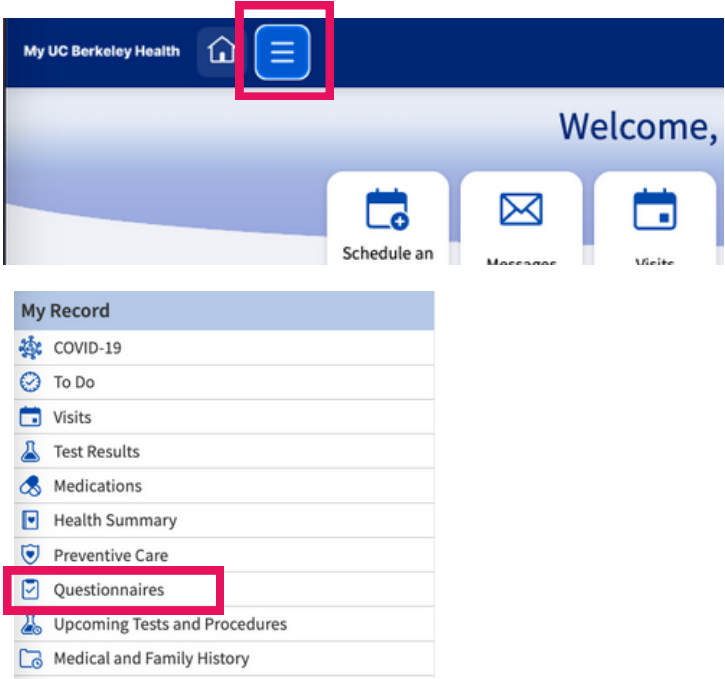
PLEASE NOTE: *If you've set a preferred name in CalCentral, that will populate as your preferred name in MyUCBerkeleyHealth. If you change your name in MyUCBerkeleyHealth, it will stay changed, but you'll have a different name from the preferred name listed on your campus account.*

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Editing Gender Identity, Preferred Pronouns and Sexual Orientation

1. Log on to **MyUCBerkeleyHealth**

2. **Go to the side bar, scroll down to "My Record" and select "Questionnaires".**

3. **Select the "Gender Identity and Sexual Orientation" Questionnaire and complete the questions in each section and click "Submit".**

Information you enter here will be visible to anyone with access to your medical record.

UNIVERSITY HEALTH SERVICES