UBC Graduate and Postdoctoral Studies

Updating your pronouns, trans experience, and gender identity

Important information about pronouns and gender identity in Workday

- Adding this information in Workday is optional and you can change or remove your information at any time.

- If you are a student who also works at UBC you may need to add your gender identity for health benefits.

- The pronouns you select in Workday will be listed on your profile under your name. Professors, advisors, and Student Services staff will be able to view this information.

- Your gender identity and trans experience will not be visible to professors, advisors, or Student Services staff.

How to add or update your pronouns, trans experience, and gender identity
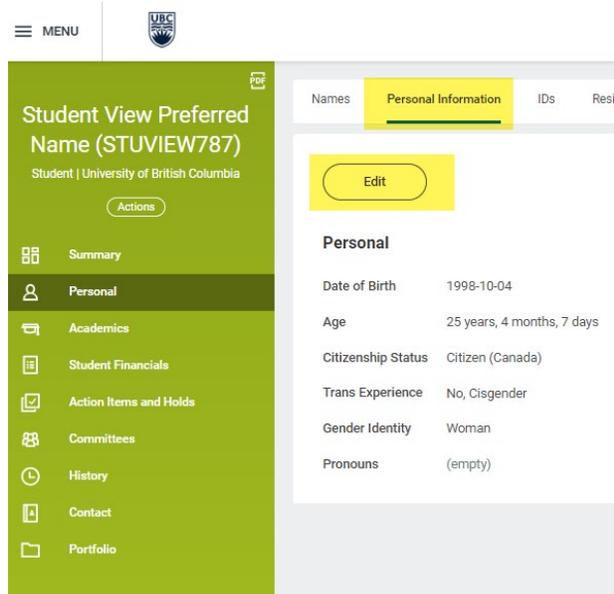
First, go to your profile in Workday

1. Log into your Workday account at myworkday.ubc.ca.

2. On the Workday home screen, click your user icon in the top right corner.

3. Click the "View Profile" button in the pop up menu.

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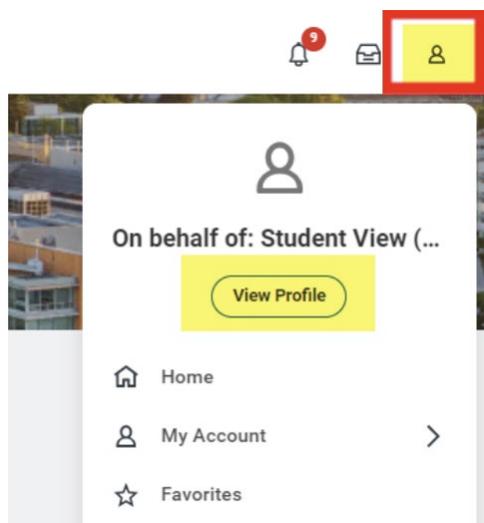
Next, go to your personal information

Once you're in your profile, click the "Personal" tab in the left menu.

Update your personal information

1. Click the "Edit" button to show the fields that can be updated:

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- Pronouns

- Trans Experience

- Gender Identity

[Alert icon] Your date of birth and citizenship cannot be updated in Workday. You must contact Enrolment Services for changes to this information.

2. Read the information for students in blue and green text at the top of the view. It explains how your information will be accessed and also offers additional details to help you make your updates accurately.

Change My Personal Information Student View Preferred Name (Canada)

Student
- If you need to edit your date of birth, you can update in-person at the Enrolment Services Advising Centre in Brock Hall. For UBC Okanagan students, you can visit Student Services. Please bring supporting documentation.
- If your citizenship changes, or if you become a Canadian Permanent Resident during your time at UBC, please visit Enrolment Services Advising Centre in Brock Hall. For UBC Okanagan students, you can visit Student Services. Please bring supporting documentation to have this information updated. Any changes to your citizenship status or permanent residency can impact your iMED health coverage. Please contact International Student Advising if you have questions about your health insurance.
- Your gender identity and trans experience are only visible to individuals who have approved level of security role access, in line with UBC policies. As a student, you can update these values at any time without needing any approvals.
- To promote the inclusiveness of the diverse UBC community, the university has adopted the following list of pronouns. If you feel that we have missed a pronoun that best represents you, please submit a request to UBC Equity & Inclusion Office and we will review it in a timely manner.

Gender Identity refers to how people each understand their deepest, truest sense of their gender.

Gender Identity is required only if you are a faculty and staff member in an eligible appointment for benefits (e.g., Extended Health, Dental, Basic Group Life Insurance, Long-Term Disability Insurance)

Gender Identity is only visible to individuals who have approved security role access, in line with UBC policies.

3. Click the pencil icon to update your information:

   ● Edit your trans experience, if applicable.

   ● Update your gender identity if the information listed is not accurate.

   ● Select your pronouns. You can only select one option from the list.

Trans Experience

Trans Experience

No, Cisgender

Gender Identity

Gender Identity

Woman

Pronouns

Pronouns

4. Click the check mark icon on the right of the dropdown list to save your pronoun selection.

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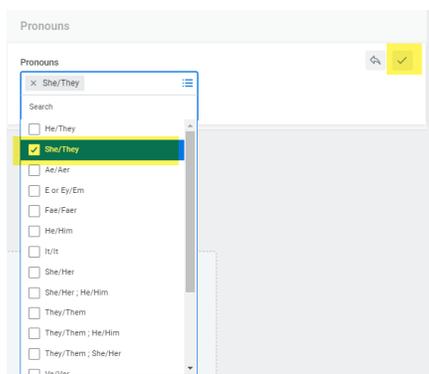
5. Click the orange "Submit" button to save your changes.
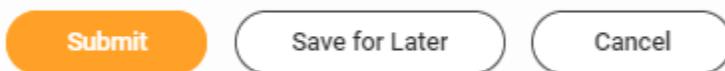
View your changes

The changes will now be visible on your profile. Your pronouns will be listed below your name and will be visible to professors, advisors, and Student Services staff.