

## **CU Denver Gender and LGBTQ+ Inclusion How-To Guide for Students**

Welcome to CU Denver's Gender Inclusion Guide for students! This guide provides instructions for navigating the university's information systems (including updating your name and pronouns), information on the rights of LGBTQ+ people, as well as useful resources on all of these topics and more. It will be periodically updated as changes to systems and resources occur. To report a needed change or to suggest an edit or addition to this guide please contact [katherine.mohrman@ucdenver.edu](mailto:katherine.mohrman@ucdenver.edu). This guide was last updated on July 15, 2021 and covers the following topics:

### Managing Your Name and Pronouns in CU Information Systems

- UCDAccess

- Canvas

- CU Denver email (Outlook)

- Zoom

- University Identification Card

- Handshake

- Financial Aid and Free Application for Federal Student Aid (FAFSA)

### Know Your Rights

- Changing Your Legal versus Chosen Name

- Getting Your Diploma

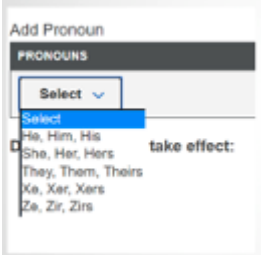

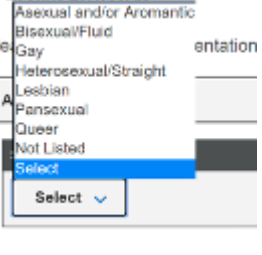
### Resources

***Managing Your Name and Pronouns in CU Information Systems***

UCDAccess:

To log into UCDAccess go to the CU Denver website, <https://www.ucdenver.edu/>, and then click on the “Quick Links” drop down menu. Under “Tools” click on “UCDAccess”. This should take you to <https://login.ucdenver.edu/signin.html> where you can sign in using your CU Denver username and password.

In order to select your pronouns in UCDAccess, once you have signed in, click on your “Profile” then click “Edit profile”. You’ll see three profile categories (see image below). All categories are blank by default, and you can remove your choices and revert back to the blank default at any time.

<b><i>Pronouns (choose one)</i></b>	<b><i>Gender identity (choose as many as are relevant)</i></b>	<b><i>Sexual orientation (choose as many as are relevant)</i></b>
		

In order to change your first name in UCDAccess click on “Student Center.” Next click on “All Student Functions” and then choose the “Profile” icon. Once you click on that icon scroll down and click on “Names.” If you don’t see “Preferred Name” then click on “Add Name” and enter your name.

Updates to your name and pronouns in UCDAccess will only be visible through UCDAccess. Updates in UCDAccess WILL NOT automatically update your name and pronouns in other university information systems such as Canvas. You will need to update your name and pronouns in those systems separately (see directions below).

Canvas:

To log into Canvas go to the CU Denver website, <https://www.ucdenver.edu/>, and then click on the “Quick Links” drop down menu. Under “Tools” click on “Canvas”. This should take you to

<https://login.ucdenver.edu/signin.html> where you can sign in using your CU Denver username and password.

In order to select your pronouns in Canvas, once you have signed in, click on “Account” in the upper left hand corner of your screen. Then click on “Settings” from the drop down menu. Next click the “Edit Settings” button which will appear on the right hand side of your screen. Scroll down slightly and select the “Pronouns” drop down menu. Select your pronouns. Next scroll to the bottom of your screen and click on “Update Settings” - you must do this or your pronoun selection will not be saved. After this process your pronouns should appear underneath your name on Canvas and will be visible to the person(s) administering the Canvas courses and shells you have access to.

In order to change your first name in Canvas, once you have signed in, click on “Account” in the upper left hand corner of your screen. Then click on “Settings” from the drop down menu. Next click the “Edit Settings” button which will appear on the right hand side of your screen. There will be two boxes where you can change your name, “Full Name” and “Display Name.” If you change your name in the “Full Name” box, it will automatically update in the “Display Name” box, but not vice versa. Your name must be updated in BOTH boxes for it to appear consistently throughout Canvas. Once you’ve updated your name in both boxes (double check that your name is the same in each box), select “Update Settings” at the bottom of the screen to save your changes - you must do this or your name changes will not be saved.

Updates to your name and pronouns in Canvas will only be visible through Canvas. Updates in Canvas WILL NOT automatically update your name and pronouns in other university information systems such as UCDAccess or Zoom. You will need to update your name and pronouns in those systems separately (see directions above and below).

#### CU Denver email (Outlook):

Call the Office of Information Technology (OIT) HelpDesk at (303) 724-4357 and request a change to your email alias. The suggested language for this request is: “I’m calling to request an email alias that reflects my preferred name.” It is suggested that you use the language of “preferred name” because this is the title of the field the OIT employees will update. Know that you have the right to change your email alias to reflect your name, regardless of your legal name status. OIT HelpDesk representatives have been trained on this subject and should not question that right. However, if they do request proof of a legal name change or do question your right to change your email alias, ask to speak to their supervisor. There are a variety of offices and groups that can help advocate for you if you are confronted with any resistance when you make your request. These include the Women and Gender Center, <https://www.ucdenver.edu/offices/diversity-and-inclusion/our-offices/women-gender-center>, the

Tri-Institutional LGBTQ Student Resource Center, <https://temp.msudenver.edu/lgbtq/>, the Office of Equity, <https://www.ucdenver.edu/offices/equity>, the LGBTQ+ Faculty Assembly Committee, <https://www.ucdenver.edu/faculty-staff/faculty-assembly/denver-campus/denver-campus-committees/faculty-assembly-committees/lgbtq-faculty-assembly-committee>, and the CU Faculty Council LGBTQ+ Committee, <https://www.cu.edu/faculty-council/committees/lesbian-gay-bisexual-transgender-lgbtq-committee>.

In Outlook you can also set an automatic email signature for all your outgoing email that includes your correct name and pronouns. To do so, log into your CU Denver Outlook email by going to the CU Denver website, <https://www.ucdenver.edu/>, and then click on the “Quick Links” drop down menu. Under “Tools” click on “Webmail”. This should take you to <https://login.ucdenver.edu/signin.html> where you should sign in using your CU Denver username and password.

Once you are signed in, in order to craft an email signature click on the setting button in the upper right hand corner of the screen. The button is shaped like a gear wheel and looks like this:

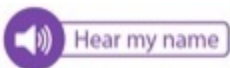


This will open up a pop-up menu on the right hand side of your screen. At the bottom of that menu click “View all Outlook settings”. This will open another pop-up window. In that pop-up window click “Compose and reply” in the list on the left hand side of the screen. This will pull up a textbox for composing or editing your email signature. There is not one right way to include pronouns in an email signature; however, people typically list their pronouns after their name. For example, like this:

Muhammad Nassar  
pronouns: he/him/his  
University of Colorado Denver

You can also include a pronunciation guide in your signature. You can do this by spelling out your name’s phonetic pronunciation and/or including a link to an app where you record yourself pronouncing your name, such as NameCoach (<https://cloud.name-coach.com/>). Your signature might look something like this:

Avery Betebenner (Beat - ah - ben - er)  
Pronouns: they/them  
University of Colorado Denver



Once you've finished composing your email signature be sure to check (or uncheck) any and all boxes/settings that apply in the list below the text box. Once you are sure all information is correct then click the "Save" button in the bottom right hand corner of the window. Then click the "X" in the top right hand corner of the pop-up box to exit settings and return to your inbox. You can edit or delete your email signature at any time. Updates to your name (including its correct pronunciation) and pronouns in Outlook will only be visible through Outlook. Updates in Outlook WILL NOT automatically update your name and pronouns in other university information systems such as UCDAccess or Zoom. You will need to update your name and pronouns in those systems separately (see directions above and below).

### Zoom:

To download Zoom go to the CU Denver OIT Zoom page at <https://www.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/zoom>. This page includes numerous resources on how to log into Zoom, how to download the Zoom application on to your devices, and how to use Zoom's various functions. To log into Zoom without downloading the application click on the "Zoom Login" button. This should open the following page: <https://ucdenver.zoom.us/>.

In order to change your name and add your pronouns on Zoom, once you have signed in, click on the "Profile" button in the upper left hand corner of the page. A new page will appear - on the right hand side of the screen click the first "Edit" button at the top of the page. Change your first and last name as is appropriate in the "First Name" and "Last Name" boxes respectively. In the "Last Name" box after your last name, you can add your pronouns in parentheses. For example, if your last name is "Nguyen" add pronouns after your name such as: "Nguyen (they, them, theirs)".

Updates to your name and pronouns in Zoom will only be visible through Zoom. Updates in Zoom WILL NOT automatically update your name and pronouns in other university information systems such as UCDAccess or Canvas. You will need to update your name and pronouns in those systems separately (see directions above and below).

### University Identification Card:

Instructions for getting a university identification card (or student ID), which cost \$24, are available through Auraria Higher Education Center (AHEC) ID Station, <https://www.ahec.edu/services-departments/id-station>. It is recommended that you first change your name and pronouns in other university systems before requesting a card with your correct name.

## Handshake:

There are two ways to log onto Handshake. For the first go to <https://ucdenver.joinhandshake.com/login> and then click on the blue “University of Colorado Denver Sign On” button in the center of the screen. This should take you to <https://login.ucdenver.edu/signin.html> where you can sign in using your CU Denver username and password. For the second, log in to UCDAccess (see instructions above). Under the “Student Resources” title click on the “CU Denver Handshake” link.

In order to change your name in Handshake click on the circular button with your initials in the upper right hand corner of the screen. This should open a drop down menu from which you can click on “My Profile.” Once your profile page appears, on the left hand side of the screen you will see a vertical line of boxes, the first of which is your profile box containing a place for your picture, your name, school, title, GPA, etc. Click on the edit button, which looks like a pencil, in the upper right hand corner of this box. Change your first and last name as is appropriate in the “Preferred Name” and “Last Name” boxes respectively. Then click the “Save” button in the lower right hand corner of the box - you must do this or your name changes will not be saved.

In order to add your pronouns in Handshake click on the circular button with your initials in the upper right hand corner of the screen. This will open a drop down menu from which you can click on “My Profile.” Once your profile page appears, on the left hand side of the screen you will see a vertical line of boxes. Scroll down to the “Personal Information” box and click the edit button, which looks like a pencil, in the upper right hand corner of this box. Add your pronouns in the “Pronouns” box. If you want your pronouns to be visible then you must also check the boxes next to, “Let employers see my pronouns” and “Let students see my pronouns.” Finally, click the “Save” button in the lower right hand corner of the box - you must do this or your pronouns will not be saved or visible. Once you have saved your changes, scroll back up to the top of the page and check that your pronouns are listed under your picture and name in the profile box.

Updates to your name and pronouns in Handshake will only be visible through Handshake. Updates in Handshake WILL NOT automatically update your name and pronouns in other university information systems such as UCDAccess or Canvas. You will need to update your name and pronouns in those systems separately (see directions above).

## Financial Aid and Free Application for Federal Student Aid (FAFSA):

Because financial aid (in terms of both documentation and information systems) is not just determined by the university, but is subject to federal rules and regulations there are no easy

steps for correcting your name and pronouns. However, [this document](#) provides some useful tips for transgender students navigating FAFSA.

## ***Know Your Rights***

### Changing Your Legal versus Chosen Name

There are important differences between the legal name-change process and changing your name in CU's information systems. It is important to know that there is NO university or legal requirement that you legally change your name before changing your name in the university's systems.

Changing your legal name costs money, and several organizations provide microgrants to support you through the process.

- The Colorado Name Change Project offers microgrants for Colorado residents only: <https://www.namechangeproject.org/microgrant/>.
- The Trans Lifeline has an additional microgrant program--75% of their name change Microgrants go to trans BIPOC to dismantle barriers caused by white supremacy: <https://translifeline.org/microgrants/>.

### Getting Your Diploma

Some states consider a college diploma to be a legal document. This is not the case in Colorado, which means that students, in general, can request that their diploma reflect the name of their choice. Be aware however that there are some exceptions to this, such as in cases where diplomas are used for certification. For example, in the medical field many national certifying boards require diplomas to reflect a student's legal name. For information about how to update and amend school records visit Lambda Legal's informational page, <https://www.lambdalegal.org/know-your-rights/article/youth-ferpa-faq>, or see the "Resources" section below.

## ***Resources***

- ACLU Colorado, <https://aclu-co.org/> (Mi ACLU, <https://www.miacclu.org/en> para Espanol)
  - ◆ Issues | LGBT Equality, <https://aclu-co.org/issues/lgbt-equality/>
  - ◆ Know Your Rights, <https://aclu-co.org/know-your-rights/>
  - ◆ Need Legal Help?, <https://aclu-co.org/need-legal-help/> (in English y en Espanol)
- Colorado Legal Services, <https://www.coloradolegalservices.org/>

- Colorado Name Change Project, <https://www.namechangeproject.org/>
- Colorado Support Project, <https://coloradosupportproject.org/>
  - ◆ “Name Change for Transgender Coloradans”, <https://coloradosupportproject.org/name-change-transgender-coloradans/>
  - ◆ “Update Gender for Transgender Coloradans”, <https://coloradosupportproject.org/update-gender-transgender-coloradans/>
- CU Denver LGBTQ+ Faculty Assembly Committee, <https://www.ucdenver.edu/faculty-staff/faculty-assembly/denver-campus/denver-campus-committees/faculty-assembly-committees/lgbtq-faculty-assembly-committee>
- CU System Faculty Council LGBTQ+ Committee, <https://www.cu.edu/faculty-council/committees/lesbian-gay-bisexual-transgender-lgbtq-committee>.
- GLSEN, <https://www.glsen.org/>
- Lambda Legal, <https://www.lambdalegal.org/>
  - ◆ Know Your Rights | LGBTQ Teens & Young Adults | Transgender Youth | “A Transgender Advocate’s Guide to Updating and Amending School Records,” <https://www.lambdalegal.org/know-your-rights/article/youth-ferpa-faq>
  - ◆ Know Your Rights | LGBTQ Teens & Young Adults | Transgender College Students, <https://www.lambdalegal.org/know-your-rights/article/youth-trans-college>
- LGBTQ Student Resource Center (Tri-Institutional on Auraria Campus), <https://www.msudenver.edu/lgbtq/>
- Namecoach, <https://cloud.name-coach.com/>
- National Center for Transgender Equality | Identity Documents Center | Colorado, <https://transequality.org/documents/state/colorado#:~:text=To%20obtain%20a%20legal%20name,days%2C%20except%20with%20good%20cause>.
- Office of Equity (CU Denver | CU Anschutz), <https://www.ucdenver.edu/offices/equity>
  - ◆ Education & Training | Self-Guided Learning | Gender Visibility, <https://www.ucdenver.edu/offices/equity/education-training/self-guided-learning/gender-sexual-orientation>



- ◆ Support and Resources | All-Gender Resources, <https://www.ucdenver.edu/offices/equity/support-resources/gender-inclusive-resources>
- ◆ Support and Resources | Discrimination Resources, <https://www.ucdenver.edu/offices/equity/support-resources/discrimination-resources>
  
- One Colorado, <https://one-colorado.org/>
  - ◆ Resources | Identity Documents and Birth Certificates, <https://one-colorado.org/identity-documents-birth-certificates/>
  - ◆ Our Work | Colorado Support Project | Discrimination, <https://one-colorado.org/support/discrimination/>
  
- The Trans Lifeline, <https://translifeline.org/microgrants/>
  
- Women and Gender Center (University of Colorado Denver | Anschutz Medical Campus), <https://www.ucdenver.edu/offices/diversity-and-inclusion/our-offices/women-gender-center>