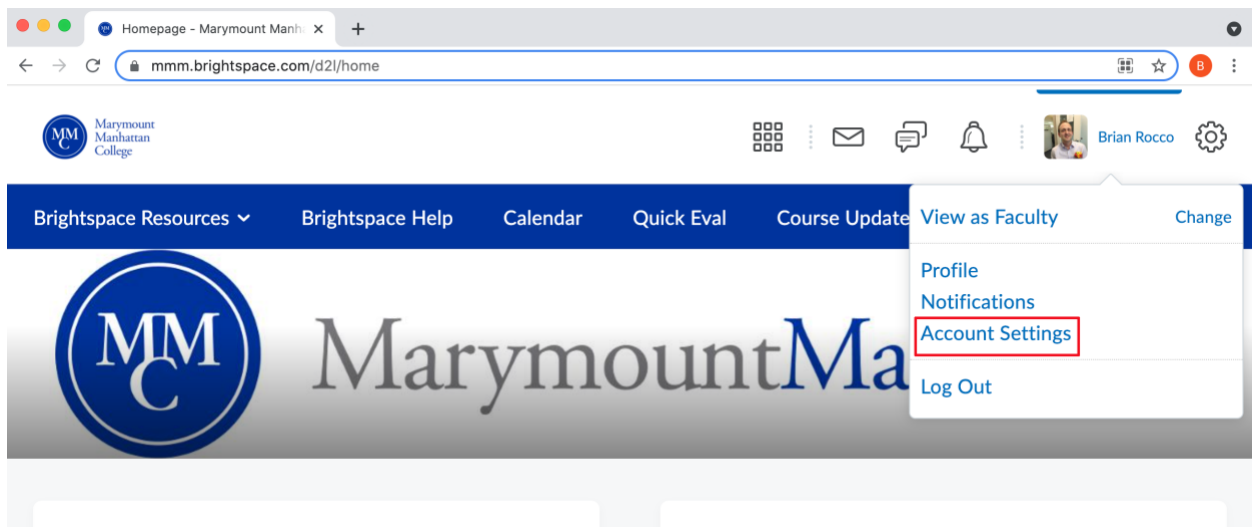




How to Add Preferred Pronoun Quick-Start Guide: MMC Brightspace

This guide will walk you through the steps of adding your preferred pronoun via your Account Settings.



PROCEDURE:

1. Click on your name above the nav bar on your Brightspace homepage and select **Account Settings**.

Account Settings Discussions Email Metadata

General Settings

System Email: brocco@mmm.edu [Change Email](#)

Password: ***** [Change Password](#)

Pronouns

When enabled, your pronouns appear in your profile card.

Allow others to see my pronouns

Use what my organization has on record: **No pronouns set**

Use different pronouns:

Common pronouns include She/Her, He/Him, They/Them

2. Select **Allow others to see my pronouns** and **Use different pronouns**.
3. Enter your preferred pronouns and then click **Save and Close**.

