My Gender Identity
How to Enter or Update Your Gender Identity

After signing into the Research Foundation (RF) Employee Self Service portal, you will need to select the My Gender Identity option in the Navigator Menu.

My Gender Identity
Once you have navigated to the menu, you may enter or update your gender through the following steps:

1. Select Add (or Update if making a change to an existing selection) which will bring you to the screen where you can update your gender information.
2. You may select one of the available gender options, which are listed below the search function, for reference.
3. You will need to select the magnifying glass to choose an option.
4. Type your selection into the search field, and press Go.
5. Once your selection has populated, use the button under Quick Select to bring you back to the Update Screen.
6. Select Apply.
7. Select Next.
8. Review your Proposed Changes, if accurate select Submit.

You may update your gender as often as you would like.

If there is also an update to your Sex, Legal First Name, Legal Last Name, or you would like to make an update to your Chosen/Preferred First Name or Chosen/Professional Last Name, please contact your campus office that handles Research Foundation Human Resources.

Please note: Due to Federal and State reporting requirements, if you need to update your sex or legal first/last name, additional documentation may be required.