

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.

My Gender Identity: Extra Information

Employee Name: Research, Sam
Organization Email Address: Sam.Research@rfsuny.org

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page.

Gender Identity

Add

Select Status
No results found.

Employee Name: Research, Sam
Organization Email Address: Sam.Research@rfsuny.org

is action, click Cancel to cancel this action and return to the previous page.

Gender Identity

In accordance with the current New York State and Federal reporting options.

Search and Select: Gender Identity

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field

Search By: Gender Identity Selected Gender

Results

| Select | Quick Select | Gender Identity |
|----------------------------------|--------------------------------------|-----------------|
| <input type="button" value="X"/> | <input type="button" value="Apply"/> | Selected Gender |