



Personal Information Change PDF

# CHANGING YOUR PERSONAL INFORMATION

## Name, Email, Gender Identity, Pronouns

### Legal Name and Gender Identity Change

Complete and submit a Personal Information Change (pdf) to [hinfo@ufv.ca](mailto:hinfo@ufv.ca) with your legal change document or 2 pieces of government-issued ID with your new name and gender identity

### Non-Legal Name and Gender Identity Change

Complete and submit a Personal Information Change (pdf) to [hinfo@ufv.ca](mailto:hinfo@ufv.ca). You can check a box off to update your email address to reflect the name change as well; no government ID required

### Name and Gender Identity Change on MyUFV

1. Log into MyUFV
2. Go to 'Personal Information' and 'Update your information'
3. Edit 'Personal Details' to reflect your correct name and gender identity

### Pronoun Change on MyClass (MyUFV)

1. Log into MyClass through MyUFV
2. Click on 'Profile' (should be the tab labeled with your name under 'Institution Page')
3. Edit 'Pronouns' under 'Basic Information'

Visit [ufv.ca/hr](http://ufv.ca/hr) for more information!

