Designating A Preferred Name and/or Pronouns

my.CTState.edu Settings Quick Guide

my.CTState.edu

What Is my.CTState.edu?

myCTState is the portal system where Students, faculty and staff can login to access Banner, the student information system; Blackboard, the course management system; CT State email; and other support services and systems. Students, faculty, and staff who login can registering for classes, access CT State technology, visit the New Student Orientation, and much more.

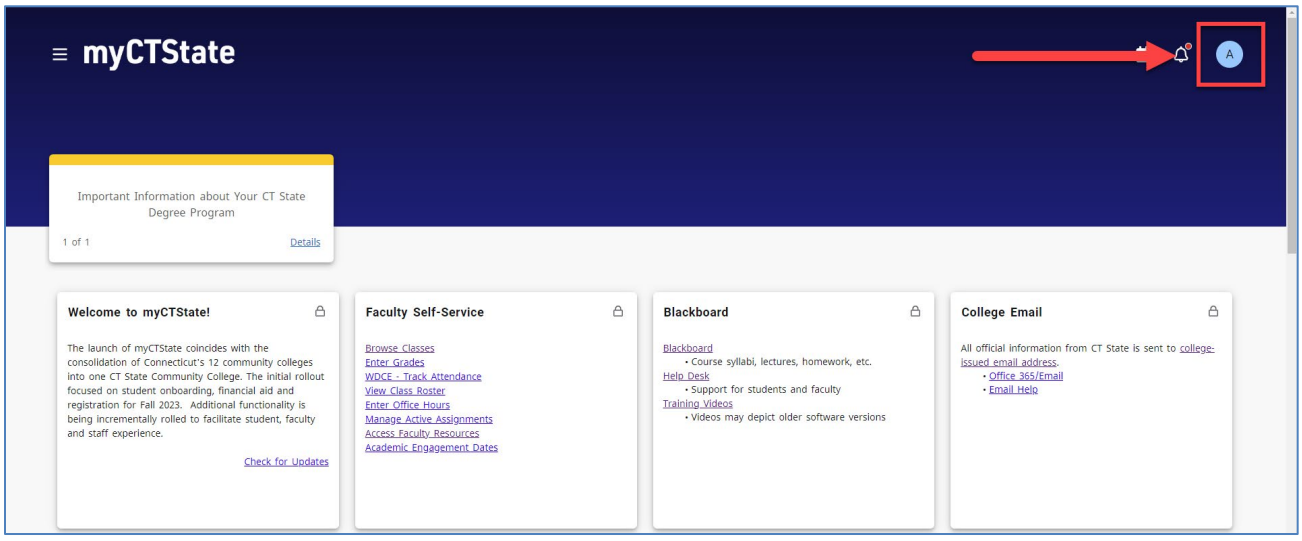
https://my.ctstate.edu/

Designating a Preferred Name, Personal Pronoun, or Gender Identification

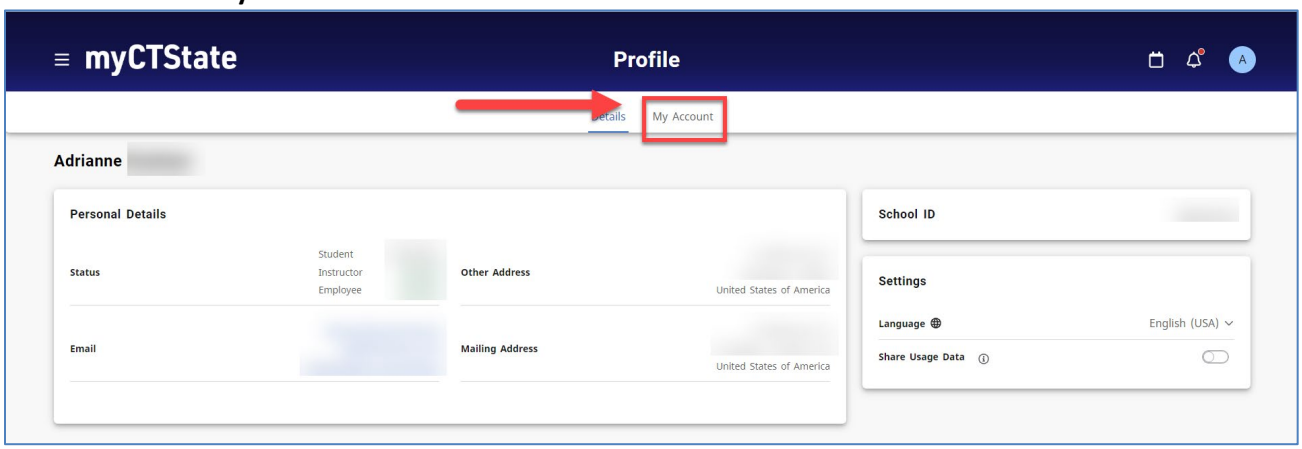
After logging into myCTState, you will be brought to a page that is customized for your user role. The cards that you see will be specific to your student, faculty, or staff role.

All users will see their First Initial located in the upper-right hand side of the screen.

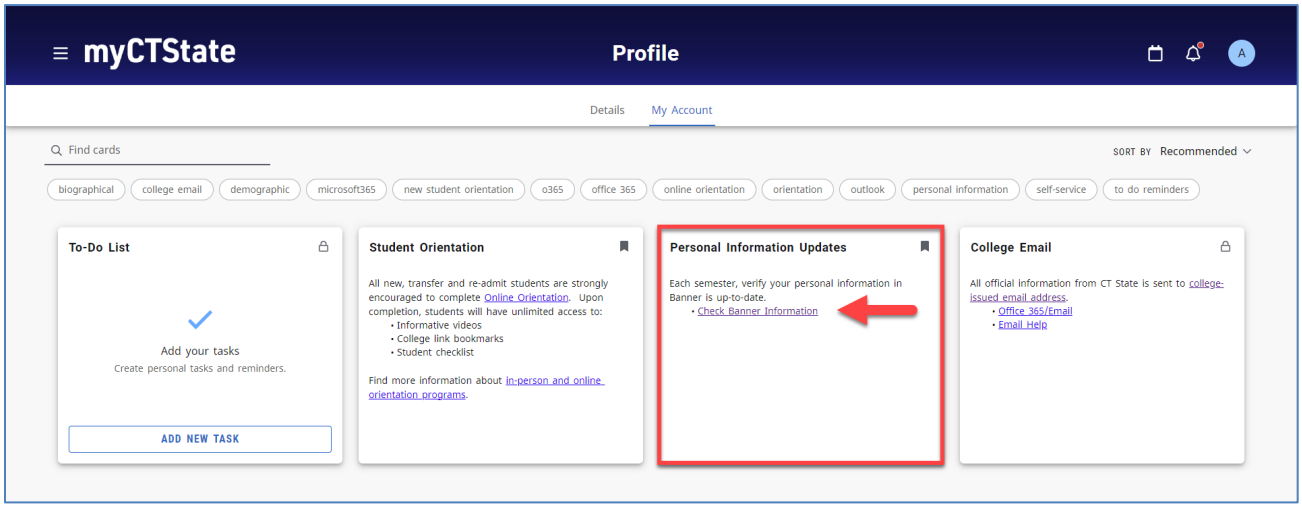
Clicking on this initial will bring you to a screen where you will be viewing the details of your account.



1. Click on **“My Account”**

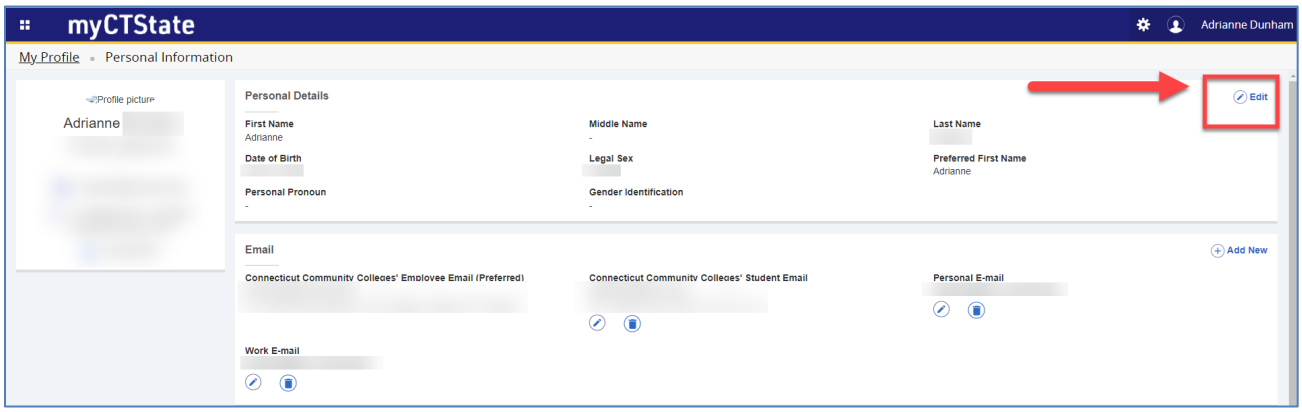


2. From the My Account page, click on the **“Check Banner Information”** link from the **“Personal Information Updates”** card.



You will be brought to the “Personal Information” page where you can review the information and update anything that the system allows you to edit (or add).

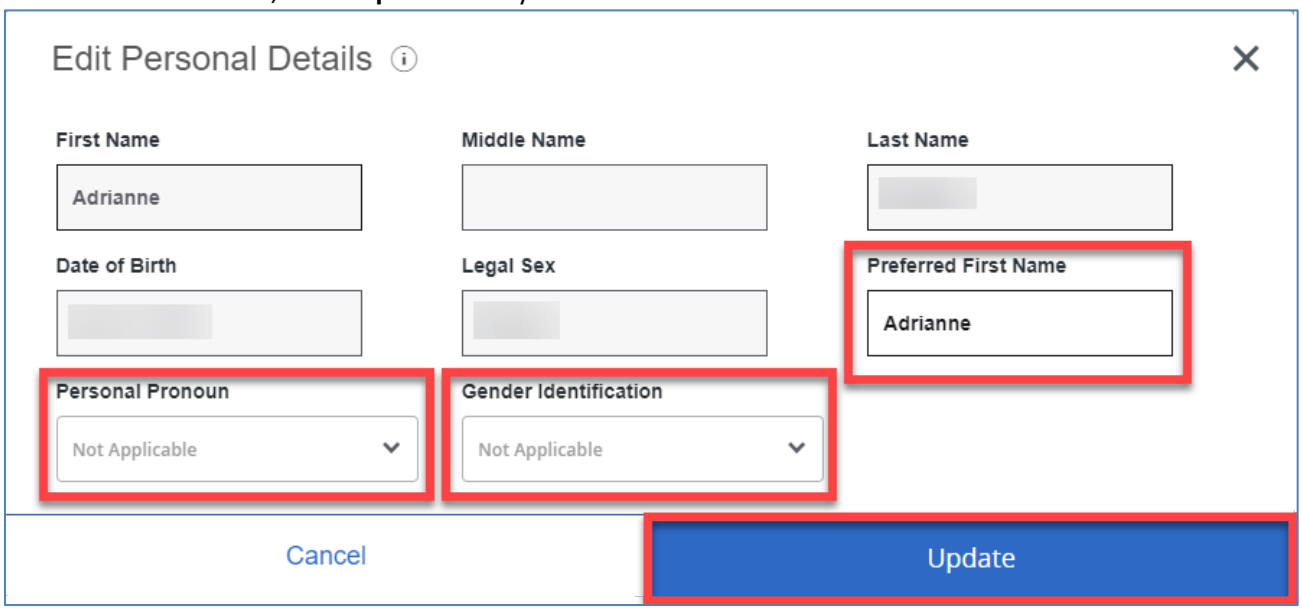
3. Click on **“Edit”** from with the **“Personal Details”** card.



4. From here, you can designate (or change) your:

- Preferred First Name
- Personal Pronoun
- Gender Identification

5. When finished, click **"Update"** and you are done!



* Always remember to "Logout" when you are done.