

one.bellarmine.edu

Updating Your Personal Identity Details (Chosen Name/Chosen Pronoun/Gender Identity)

Here are step-by-step instructions for students on how to update your chosen name, chosen pronoun, and gender identity in One Bellarmine:

1. Go to one.bellarmino.edu, and click the “**One Login**” button in the upper right hand corner of the page.
2. Log in using your **Bellarmino email address** (ex. jdoe@bellarmine.edu) and password. You will land on your One Bellarmine Student Dashboard page. *(If you are unsure of your login credentials, please contact the Technology Support Center at 502.272.8301).*
3. On the upper left side of your Student Dashboard page, click the Self-Service button to take you to the Self-Service main menu page.
4. In the upper right hand corner of the screen click on your username, then User Profile.
5. To update your chosen name, chosen pronoun, and/or gender identity, click on the pencil symbol next to the “Personal Identity Details” header.
6. For any corrections or deletions that cannot be processed online, please contact the Registrar’s Office directly at registrar@bellarmine.edu.