

Adding your "Preferred" Name to PeopleSoft (my.FresnoState.edu)

Things You Need

A computer; Internet access

Step 1: Go to myFresnoState and sign in

Step 2: Go to your "Student Center"

Step 3: Go to "My Personal Information"
& "Names"

Step 4: Click on "Edit" next to your
Preferred Name

Step 5: Edit your Preferred Name

Step 6: Save your Preferred Name

Things To Know

Your "preferred" name will appear on
your class and grade rosters.

If the change is made after the
beginning of the semester, please notify
your professors of the change.

It will take up to 48 hours for the change
to take effect.

If there is a problem, call Technology
Services at 559.278.5000.

Putting your "Preferred" Name on your Bulldog ID

Things You Need

Your old Bulldog ID card

Step 1: Go to Bulldog Card
Office (Joyal Rm. 156)

Step 2: Ask for a new card w/
your "preferred" name

Step 3: Give them your old card

Step 4: May need to take a new
photo

Step 5: Wait for them to print
your new card

Things To Know

Your "preferred" name must be
updated on PeopleSoft before
you can go request the card.
If there is a problem, call the
Bulldog Card Office at
559.278.5608.

Changing your Email Address

Things You Need

A phone or a computer; Internet access

Step 1: Call the Technology Service Desk
at 559.278.5000

Step 2: Tell them you would like to change
your email address

OR

Step 1: Find and fill out a general work
order at: www.fresnostate.edu/help/fac-staff/work-orders/general_workorder.html

Step 2: Put your top three picks for email
addresses and your contact number in the
comments box

Things To Know

This will drop you from your classes on
Blackboard and Canvas, so we suggest
you wait until the end of the Fall or Spring
semesters to start the process.

It will take about 2-3 weeks to take
effect.

This will change your username for
Blackboard, Canvas, myFresnoState, the
wifi, and anything else that requires a
Fresno State username to log in.

Legal Name/Gender Change on Fresno State Records

Things You Need

A computer; Internet access; a printer; a pen; and either your updated Social Security Card, your updated Driver's License, your CA ID, your updated Passport, your Court Decree, or your Certificate of Naturalization

Step 1: Find and fill out the Student Information Update Form at: http://www.fresnostate.edu/studentaffairs/registrar/documents/forms/records/Student_Info_Form.pdf

Step 2: Print and Sign Information Update Form

Step 3: Take the Form (w/ proper ID) to University Registrar

Things to Know

It will take about 1 to 3 business days for the change to take effect on your records. The top of the form has to be filled out with the name Fresno State currently has on file. If there is a problem, call the University Registrar at 559.278.4743.

General Resources

Cross Cultural and Gender Center

www.fresnostate.edu/studentaffairs/ccgc/
559.278.4435

Title IX

www.fresnostate.edu/titleix
559.278.2083

Survivor Advocate

www.fresnostate.edu
559.278.6796, #1

Student Cupboard

www.fresnostate.edu/foodsecurity
559.278.6621

Project HOPE

www.fresnostate.edu/projecthope
559.278.6736

Student Health and Counseling Center

www.fresnostate.edu/health
559.278.2734

Money Management Center

www.fresnostate.edu/moneycenter
559.278.2381

Career Development Center

www.fresnostate.edu/studentaffairs/careers/
559.278.2381

If you would like to know more, see our PDF presentation at: https://drive.google.com/file/d/1LNMfAbf5gzRjYgplTijfU0oBcvmjXG_D/view

FRESNO STATE

RESOURCES FOR TRANSGENDER STUDENTS



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Cross Cultural and Gender Center
Gender Programs and Services
LGBTQ+ Programs and Services