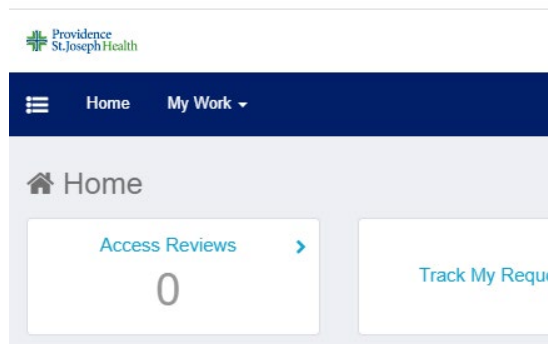


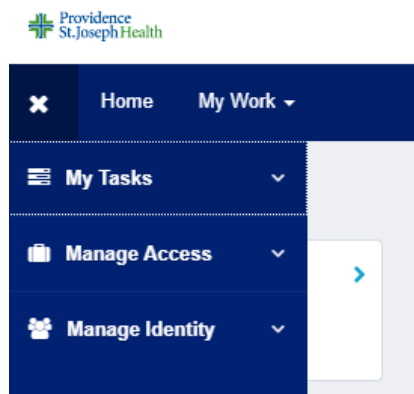
Add preferred pronouns to your display name

Add preferred pronouns to your Microsoft Office account via the following steps:

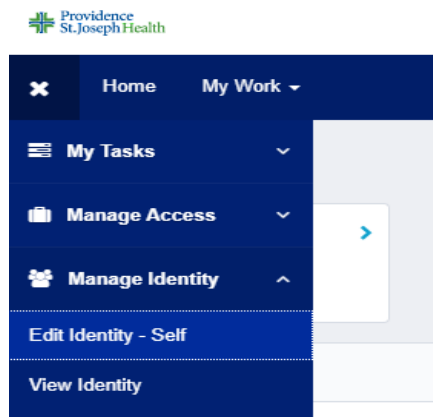
1. Go to the PSJH IAM Portal and logon using your account information that you login to your computer – <https://iam.providence.org/login.jsf?prompt=true>
2. Click into the left-hand side Menu (three consecutive lines)



3. Click "Manage Identity"



4. Go to "Edit Identity - Self" on the left-hand side of the page



5. Enter your preferred first name, followed by your (preferred pronouns) in parenthesis in Preferred First Name field

Edit Identity

Welcome to the Self-Service Edit Identity page. On this page, you will be able to modify specific attributes such as your preferred name or phone number.

If you are a Providence St. Joseph Health employee and you require a name change, please contact the Providence St. Joseph Health HR Service Center.

If you are not a Providence St. Joseph Health employee (e.g. contractor, affiliate, student), please contact your Manager, PSJH Sponsor, or ULCM to submit your name change.

Name Details

Current Display Name: Pool, Jennee' (she/her)

Preferred First Name:

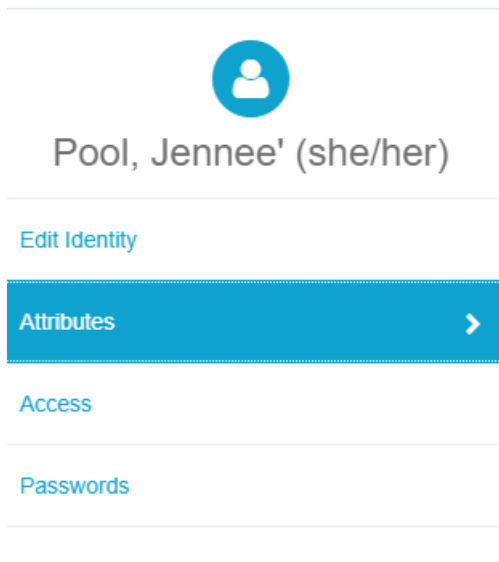
This will appear after the last name in your display name, in place of your first name and middle initial.

6. Then click Submit at the bottom of the page.

Assistant Phone

Please use (xxx) xxx-xxxx format

7. Check in the Attributes tab if this has updated by looking at the Preferred Name and Display Name rows.



Pool, Jennee' (she/her)

- Edit Identity
- Attributes**
- Access
- Passwords

Attributes	
User Name	jmpool
First Name	Jennee
Last Name	Pool
Middle Initial	M
Preferred Name	Jennee' (she/her)
Display Name	Pool, Jennee' (she/her)
Email	Jennee.Pool@providence.org