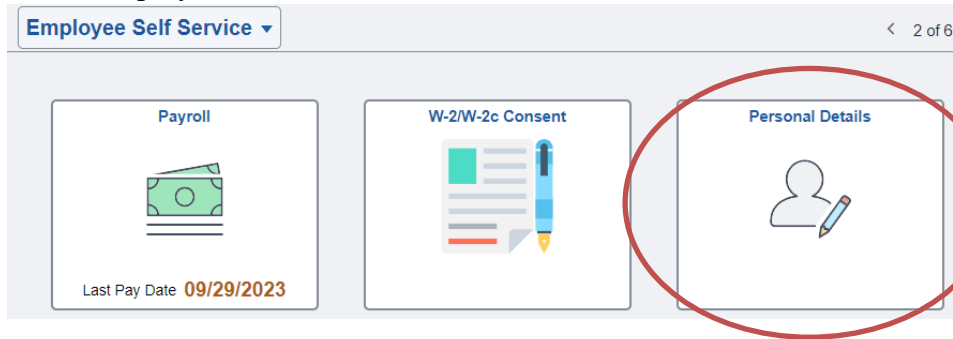


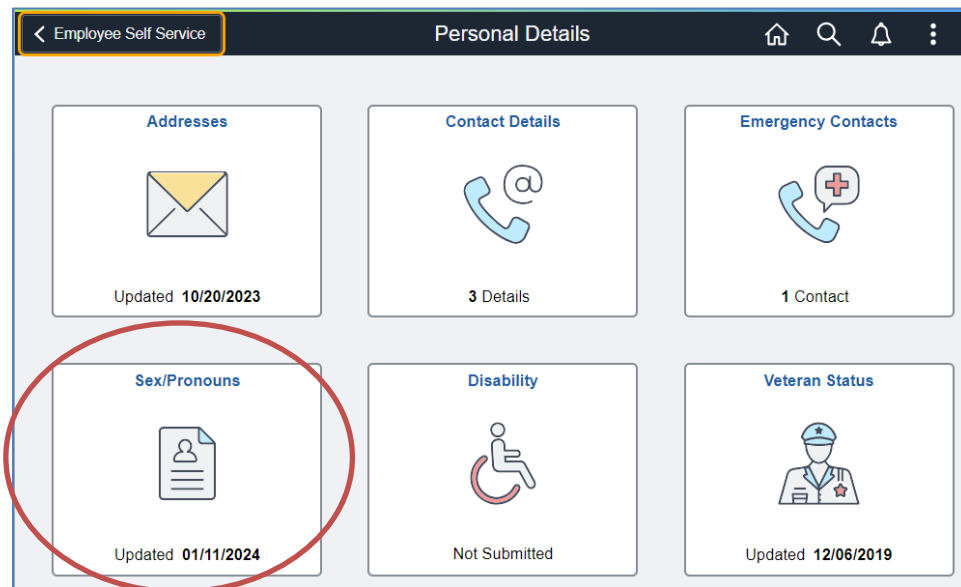
How to Update Pronouns & Sex in HR Direct

Log in to HR Direct (online at www.umass.edu/hr) using your NetID & password.

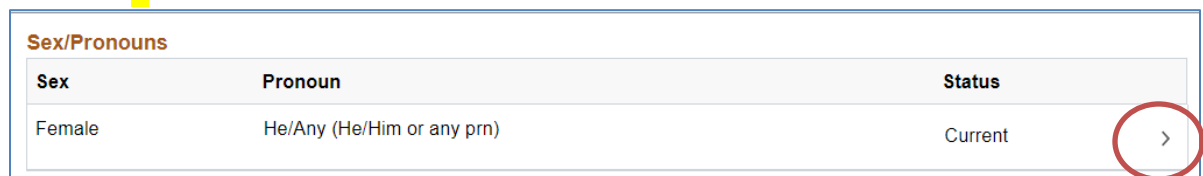
Select Employee Self Service – Personal Details



Select Sex/Pronouns



Click the > icon



The page below will be displayed;

- Click the drop down arrow to update your Sex.
- Click the magnifying glass on the Pronoun field to update your pronouns.
- Click Save.

The screenshot shows the 'Sex/Pronouns' form with the following fields:

- Region: United States
- *Sex: Female (with a dropdown arrow icon)
- Pronoun: He/Any (He/Him or any prn) (with a magnifying glass icon)
- Save button (circled in red)

Below the form, there is a note: 'Updates made to Sex designation on this page may impact insurance benefits. Please visit this webpage for more information. [HR Direct Identity Information](#)'