



If someone at the College:

- refuses to use your affirmed name
- refuses to use your correct pronouns
- verbally or physically assaults you because of your gender
- SAs you
- Shares your confidential legal name and/or gender-related information without your consent
- Gossips about your gender

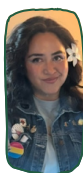
you may reference the District's Title IX website, and **file a complaint here:** tinyurl.com/SMCCDtitle9



Have Additional Questions?

Check Out:
tinyurl.com/SMCCCDaffirmed

Contact



Hi! I'm
Dr. Michiko Kealoha!
(she/they)

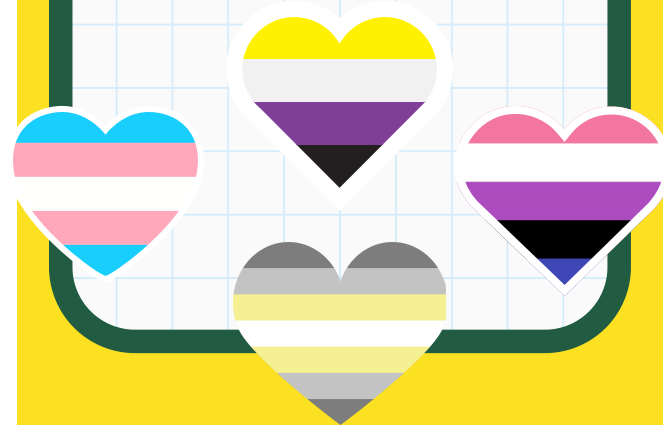
I am your California Senate Bill 1491 Officer. I serve as a **confidential point of contact** for our LGBTQ+ community on campus.



kealoham@smccd.edu

Cañada College
OFFICE OF EQUITY

Name/Gender Marker Change: Guide for Students



**To Update
Canvas, Websmart, Class
Roster, Unofficial
Transcript and Diploma**
(No Legal Documents Required)

1. Log In to Your WebSMART
2. Open "General Self-Service: Open Personal Dashboard"
3. Press "Personal Information"
4. Hit "Edit" in the top right corner of the "Personal Details " tab
5. Enter your Preferred Name in the "Preferred First Name" and/or enter your gender marker



**Changes reflected by
the next day**



**To update your
Student Body Card**

Go to Student Life,
Building 5, Room 354
or request one virtually at:
[canadacollege.edu/
studentlife/studentid.php](https://canadacollege.edu/studentlife/studentid.php)

**To Update
Everything with
a Legal Name Change:**

1. Go to the Admissions Office located in Building 9, Floor 1
2. Request a name change
3. Bring your new Social Security card, new photo ID, and court documents with your new legal name

**To Change Your
Name on Your Email
Address, Student ID, or
Commencement Program**
(No Legal Documents Required)

1. Get a "Change of Personal Information" Form here:
<https://tinyurl.com/CANchangeAnR>
2. Fill out the form
3. Press the blue hyperlink at the top that says "Click Here to Submit"
4. Submit the form



**Changes reflected in
7-10 business days**