Softdocs etrieve - Form Instructions
OJEI Pronouns Update Request

Direct link to form: https://domcentral.etrieve.cloud/Index#/form/188

Alternate access:
1. Open Softdocs etrieve: https://domcentral.etrieve.cloud/Index
2. Click on "Forms"
3. Scroll down to "Office of Justice, Equity and Inclusion" section (or search form name in box at top)
4. Click on desired form

Workflow process:
1. The student, staff, or faculty starts/opens the form and their DU ID, full name, & email autofill.
2. The student, staff, or faculty completes all sections and signs.
   a. Can select your pronouns from dropdown.
3. The student, staff, or faculty receives an email confirming submission.
4. OJEI approves or denies.
5. The student, staff, or faculty receives an email of approval or denial.
6. If approved, changes roll out to DU systems.
7. The form files in Softdocs etrieve Content (document repository).

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/ServiceDet?ID=53278

Example screenshots:

DOMINICAN UNIVERSITY
Office of Justice, Equity, and Inclusion
7900 W. Division St, River Forest, IL 60305

Pronouns
Update Request

Form started by: student, staff, or faculty

Please review the **policy** before filling out this form. Requests may take up to 3 business days to process and for applicable university systems to update.

Definitions:

Pronouns: A word that refers to either the people talking (like I or you) or someone or something that is being talked about (like she, I, them, and this).

Gender Pronouns: The pronouns that we use to refer to people in sentences and conversations.

Sex Assigned at Birth: Referring to the biological aspects of an individual as determined by their anatomy, which is produced by their chromosomes, hormones and their interactions.

Gender: A social construction relating to behaviors and attributes based on labels of masculinity and femininity; gender identity is a personal, internal perception of oneself and so the gender category someone identifies with may not match the sex they were assigned at birth.

Requestor Information

DU ID

920081

Full Name

Luce, Marjorie

DU Email

mluce1@dom.edu

Are you a student or faculty/staff? *

Faculty/Staff

Update Request

Current Pronouns

She/Her/Ella

Select Your Pronouns

They/Them/Theirs

If you do not see your pronouns listed, or if you would like to self-describe, please email Precious Porras (pporras@dom.edu), so that your pronouns can be entered into DU information systems.

Signatures

Employee Signature *

I understand that this constitutes my legal signature on this document.

Marjorie Luce

Employee Signature Date *

09/21/2025

DON'T FORGET TO...
Submit, Approve, or Decline (as applicable)

✓ Submit   📎 Attachments   ↓ Download   🖨 Print

Form errors:

All boxes with red asterisk must be completed to "submit" the form.

Draft form:

Forms are automatically saved in the employee's Softdocs etrieve Central "Drafts" and can be resumed at any time.