Self-Identification Information

Perform this procedure when you want to create or edit your ethnicity, race, veteran status, military status or disability status.

Click on “Self-Identification Information” to get started!

Click the “Self-Identification Information” link to create or edit your information.

Click the appropriate button to select your ethnicity.
To select your race, click on all the boxes that apply. To select your military status, click the drop-down menu and select the appropriate choice. The asterisk (*) beside Military Status indicates that a selection is required. The selection will remain Not Applicable if it hasn’t been changed.

Select your veteran status by selecting one of the two choices. If you select “I am a veteran,” check any of the other choices that apply to you. In addition, you must enter a discharge date in the field immediately below the “Veteran Status” buttons.

If you are a veteran, please enter a discharge date here.
To select your disabled status, click either “Disabled” or “Not Disabled.”

Once you have made all your selections, click the "Review" button.

After clicking the "Review" button, a confirmation dialog box will appear if you have not completed any of the status items. If you want to complete any field you left empty, select “Back”; select “Continue” if you want to leave an area blank.

Once you make a selection, you will be presented with the review screen.

After reviewing your entries and are ready to submit them, click the "Save" button.

When you click the "Save" button, you will see a “Confirmation dialog” box, which will tell you that your transaction has been successfully saved. Click the "OK" button to continue. You will then be returned to the Personnel Information Overview page.

To exit Employee Self-Service from this page, click the "Log Off" tab located in the upper-right corner of the screen.