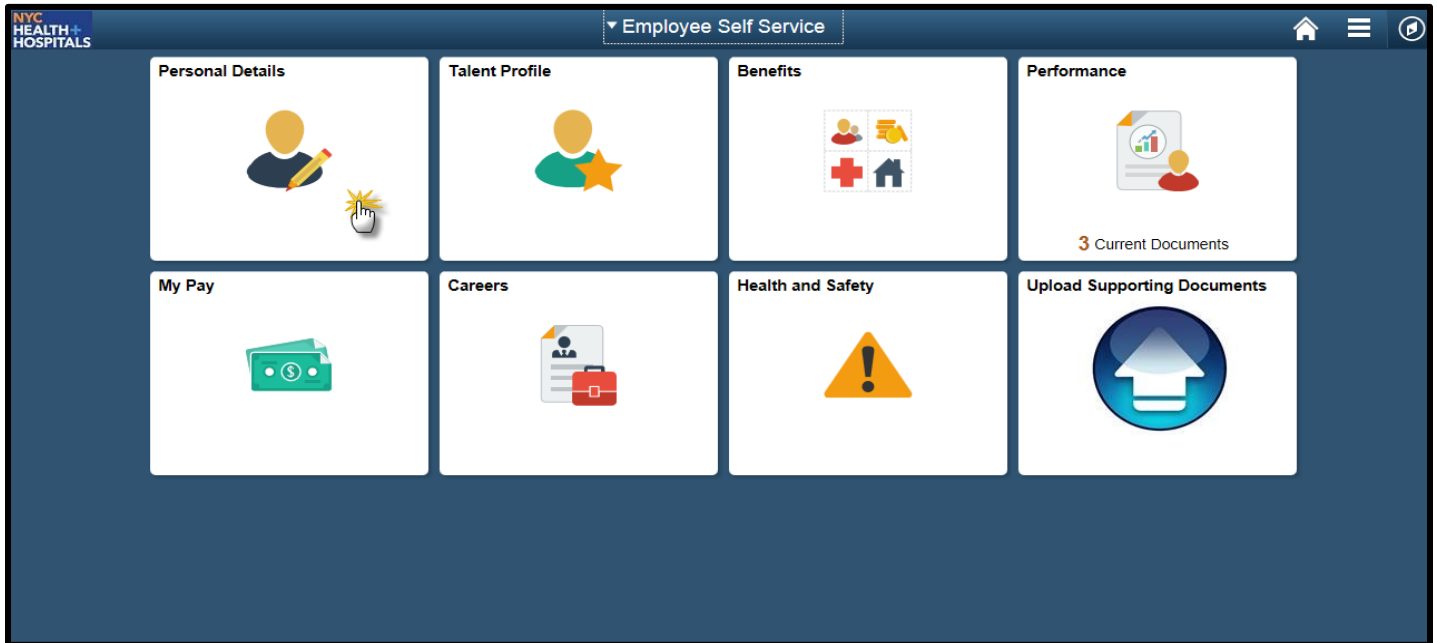
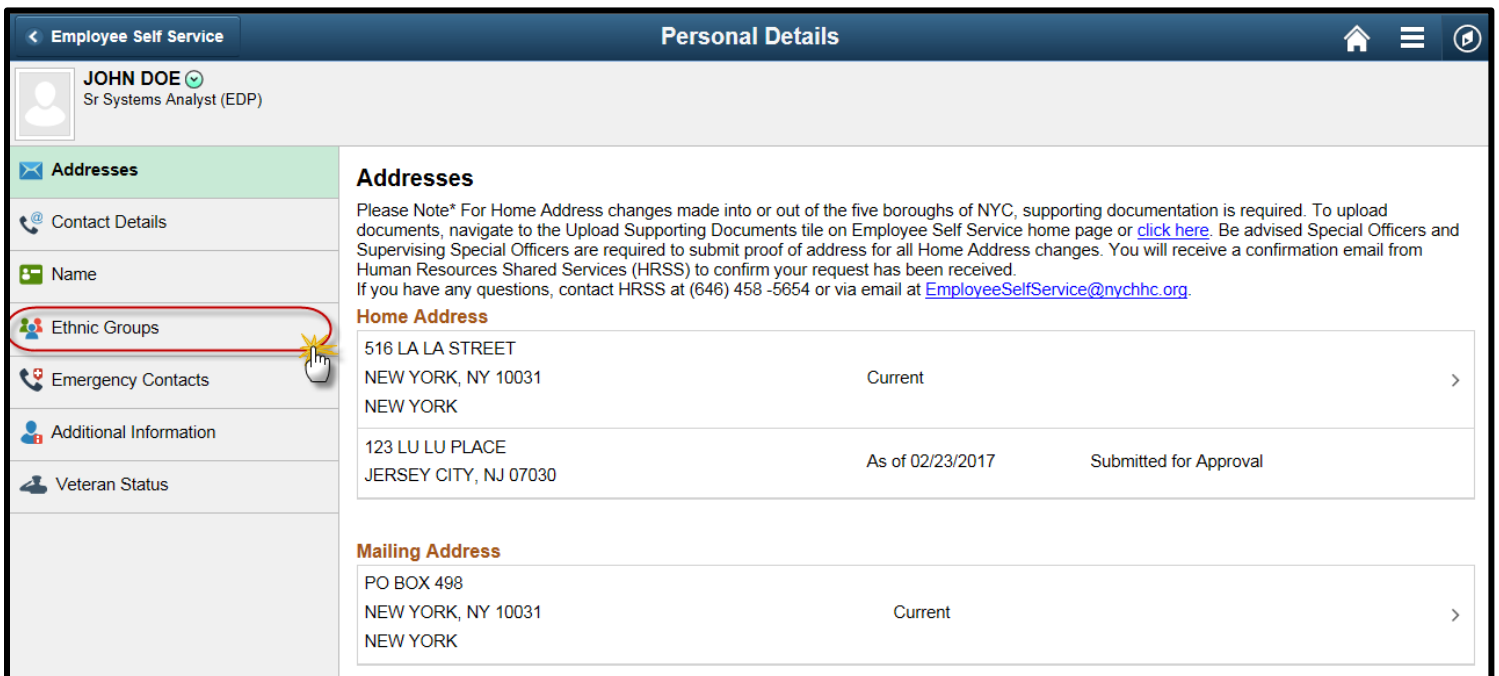


How to Add Your Ethnicity via Employee Self Service

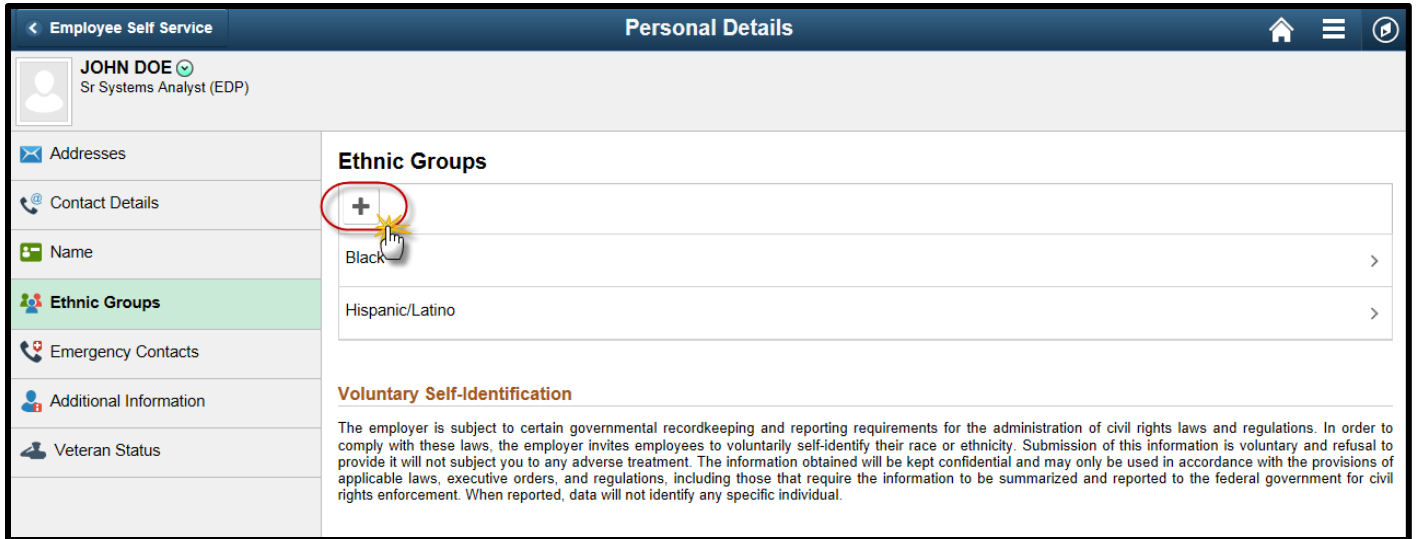
1. After successfully logging into PeopleSoft, Click on the “Personal Details” tile on your homepage.



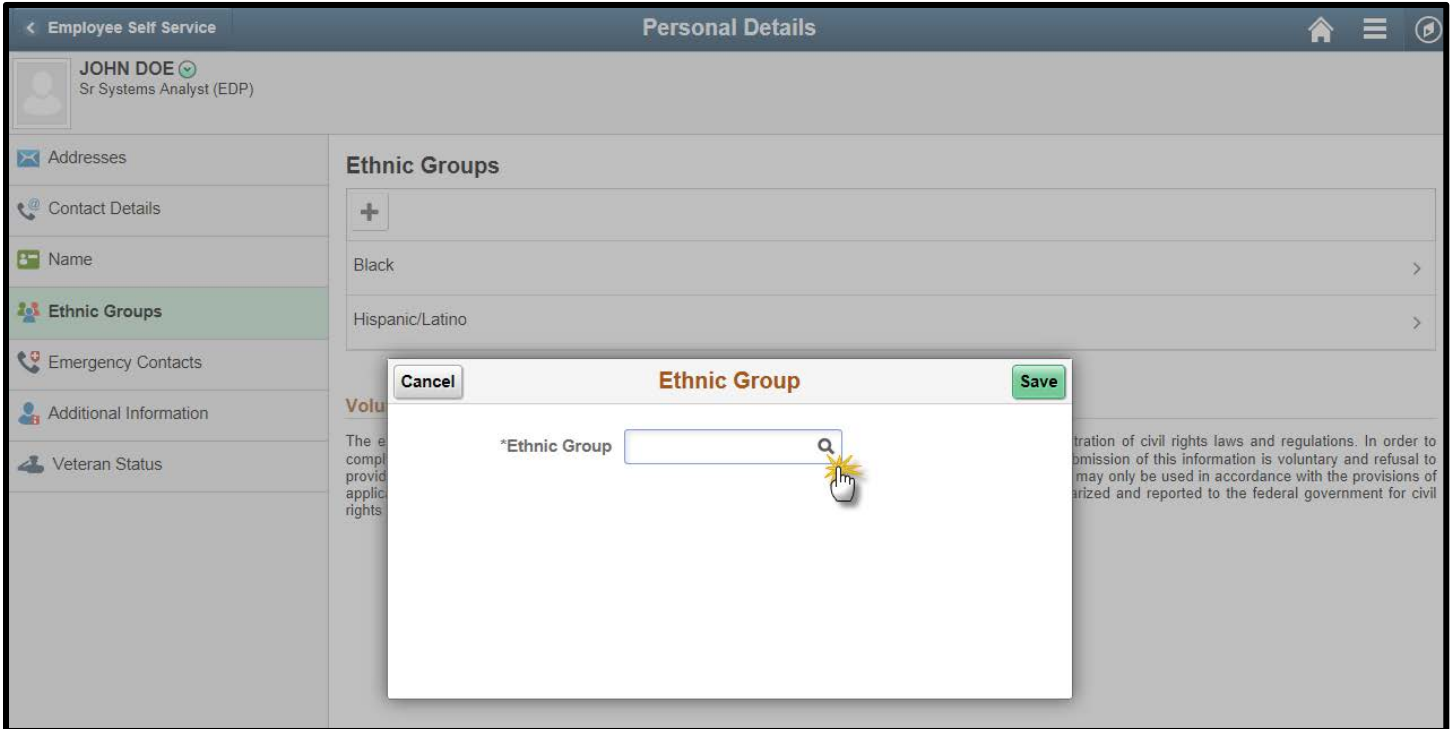
2. On the right side of the “Personal Details” page, click on the “Ethnic Groups” tab.



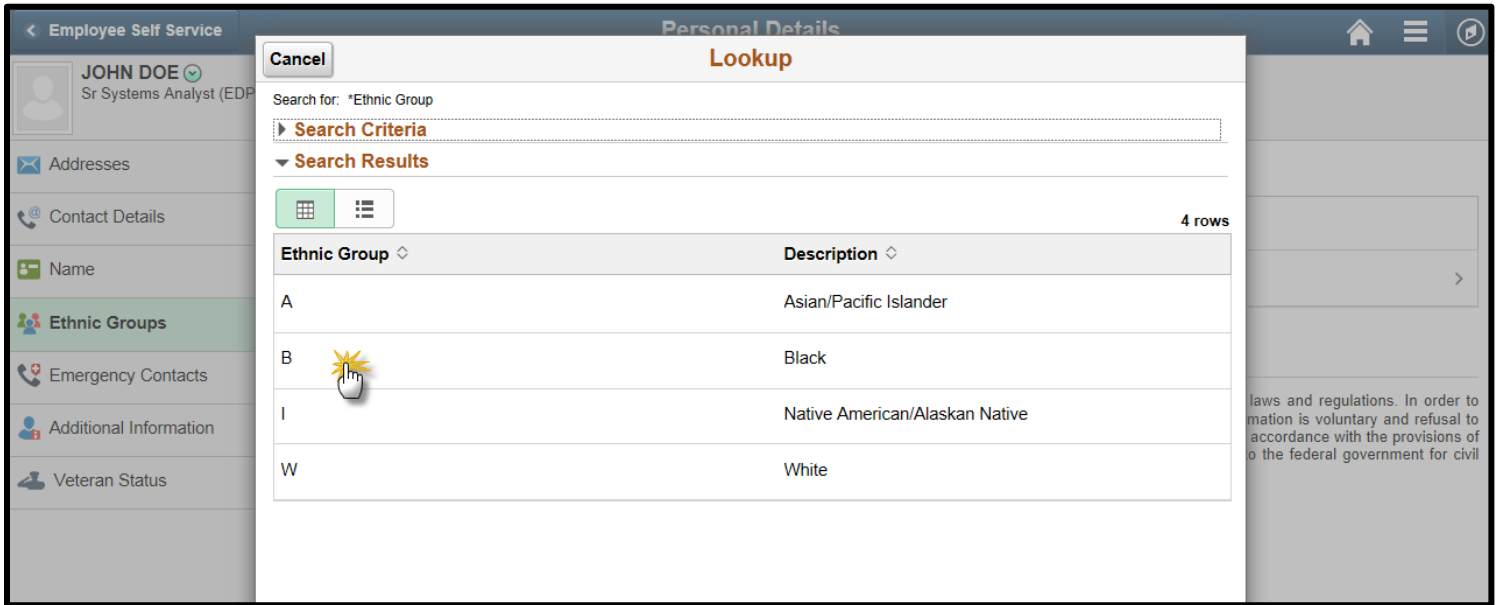
3. Click on the **Plus Sign** under **Ethnic Groups** to add an ethnicity type.



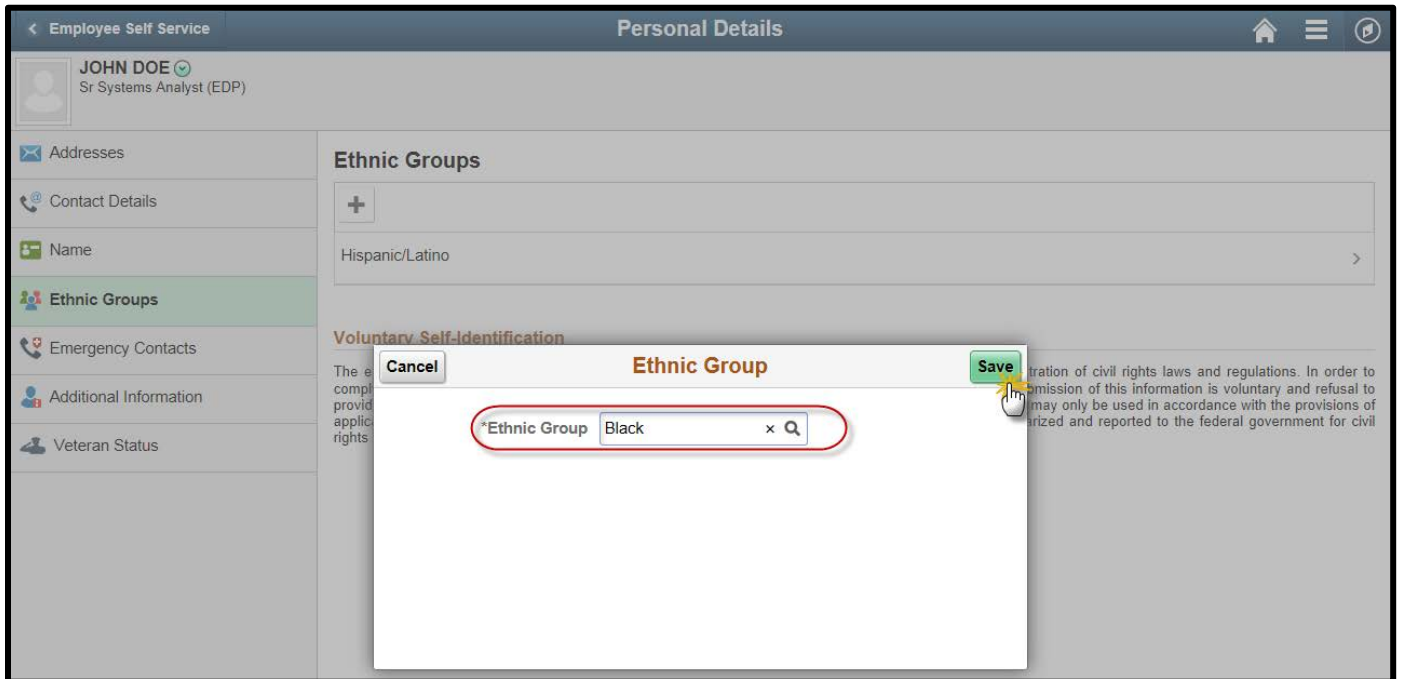
4. A Pop-Up window appears. Click on the **Search Tool** next to **Ethnic Group** to search an ethnicity.



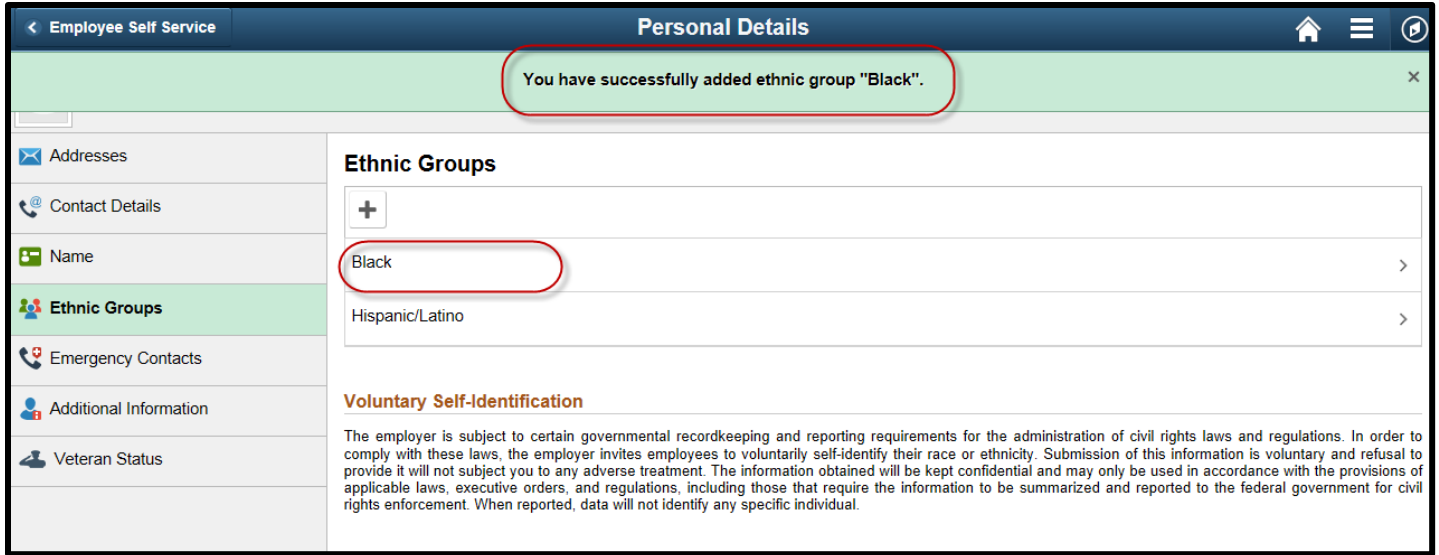
- Choose the **Ethnic Group** you choose to identify with. Please note you are only given five ethnic groups to choose from. You may choose more than one ethnicity, however each ethnicity must be added individually.



- After choosing your ethnicity, click on the green **Save** button.



7. The “You have successfully added your ethnic group “EthnicTypeHere”.” Message appears on the top of your screen. The ethnic group you added now appears under **Ethnic Groups**.



You have successfully added your ethnicity!