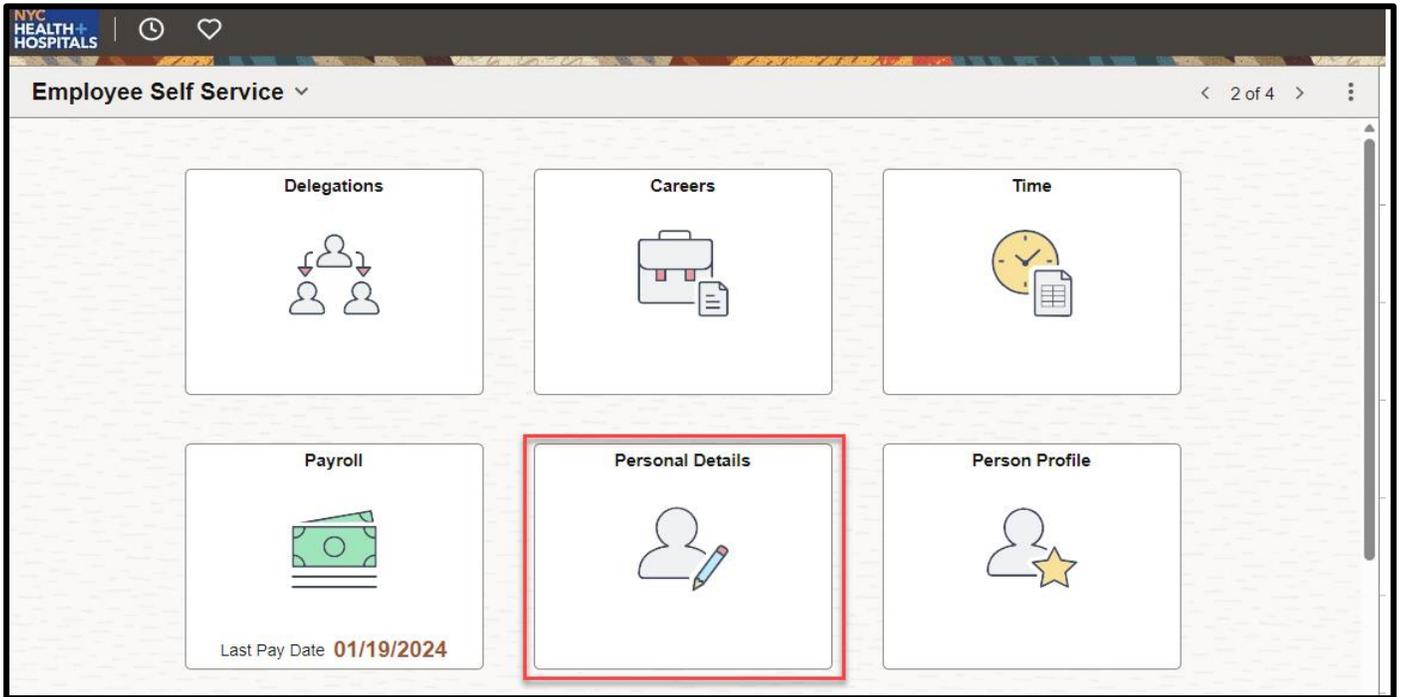
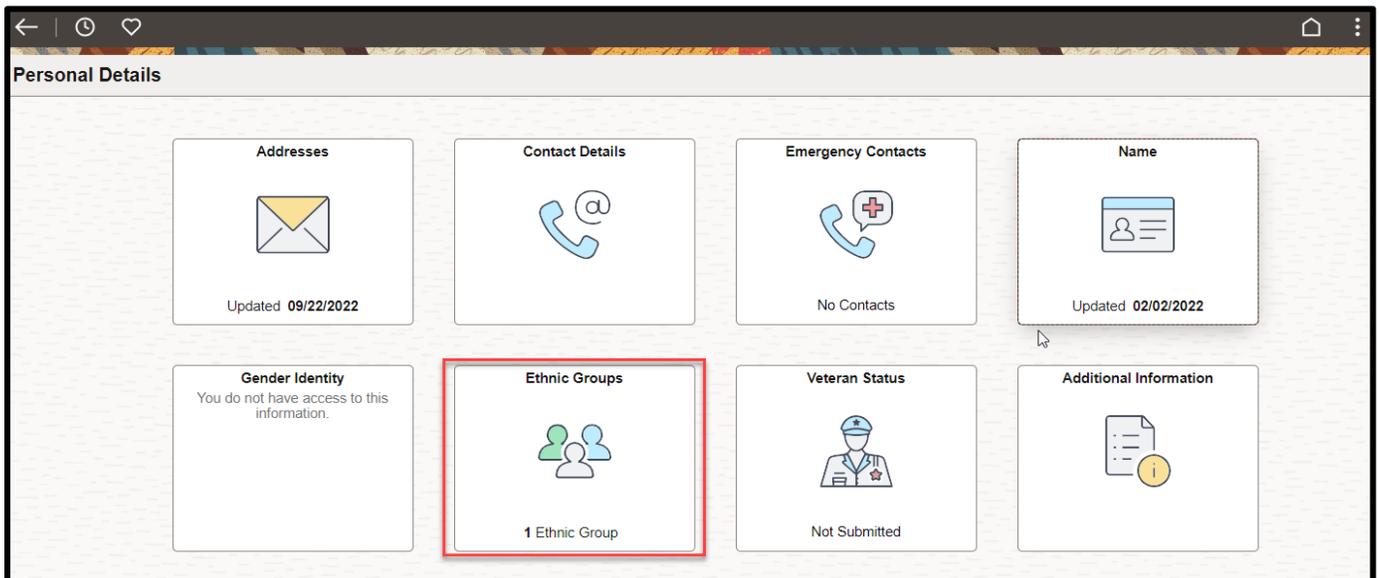


How to Add Your Ethnicity via Employee Self Service

1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.



2. On the left side of the “Personal Details” Page, click on the **Ethnic Groups** tab.



3. Choose your ethnicity type by clicking on the choices provided for questions 1 and 2.

The screenshot shows a mobile application interface for 'Personal Details'. On the left is a sidebar menu with options: Addresses, Contact Details, Name, Ethnic Groups (highlighted in green), Emergency Contacts, Additional Information, and Veteran Status. The main content area contains two questions:

- 1) Are you Hispanic or Latinx?** (highlighted with a red box) with radio button options for Yes and No. The 'No' option is selected.
- 2) What is your race? Select one or more.** (highlighted with a red box) with checkbox options: Asian, Black or African American (checked), Native American/Alaskan Native, Native Hawaiian or Pacific Islander, and White.

Below the questions is a section titled 'Voluntary Self-Identification' with explanatory text and a 'Save' button.

4. Click on **Save** once you have selected all that apply.

This screenshot is identical to the previous one, showing the 'Personal Details' form with the same questions and selections. The 'Save' button at the bottom of the 'Voluntary Self-Identification' section is now highlighted with a red box, indicating the final step in the process.

You have successfully added your ethnicity!