APPENDIX A2: Enter Government-Mandated Demographic Questions

Enter Voluntary Self-Identification Information:

Navigation: Employee Actions > Personal Information > Personal Information Summary

Remember, before you can change personal information, you must validate your identity. UCPath randomly displays one of the security questions from our profile. Answer the questions as appropriate:

Enter the answer to the security question then click the Submit button.
Once your security questions have been validated you can update your personal information. If any information is not complete you will see that reflected in the screen **Update Your Personal Profile**.

Click **Begin** to continue to the **Personal Information Summary** page.

Scroll down to the **Ethnic Groups** section.
Enter Ethnic Group:

Expand the **Ethnic Groups** section and update the information.

Click the **Change Ethnic Groups** button.
Complete the Voluntary Self Identification of Race and Ethnicity page, then click the Submit button when done.

Click the Return to personal Information button.
Enter Disability Status:

Complete the **Voluntary Self-Identification of Disability** page, then click the **Submit** button when done.
Enter Veteran Status:

Complete the **Voluntary Self-Identification of Veteran Status** page, then click the **Submit** button when done.
Enter Gender Identity and Sexual Orientation:

Complete the **Gender Identity and Sexual Orientation – Self Identification Survey** page, then click the **Save** button when done.
You have set up security questions and answers. UCPath will randomly select and display one of your security questions when you view/update the following UCPath information:

- Direct deposit
- Paycheck
- W-2
- W-4
- Benefits summary
- Dependent coverage
- Life Events/ Benefits changes
- Enroll in benefits
- Personal information