APPENDIX B: Review personal information for accuracy and update if needed.

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You can reference the UPK help site for detailed steps on how to update your personal information: Employee Actions Update Personal Information

UCPath Navigation: Employee Actions > Personal Information > Personal Information Summary

If any information is not complete you will see that reflected in the screen Update Your Personal Profile.
Update Your Personal Profile

- Race and Ethnicity
- Veteran Status
- Disability Status
- Gender Identity and Sexual Orientation

Some information is required before continuing to your account.
Due to federal regulations on equal opportunity, we must collect some personal information. If you need assistance, please contact the UCPath Center at 855-562-7264 from 8 a.m. to 5 p.m. (PST) Monday - Friday.
Click Begin to continue to the Personal Information Summary page.

Use the Personal Information Summary page to update your personal information.

Click the Expand button to expand each section to review and update.
Each **Personal Information** section can be updated independently of each other. When you select the **Edit** icons/buttons, additional screens appear with editable fields.
Edit Name fields:

- Prefix
- First Name
- Middle Name
- Last Name
- Suffix
- As Of: 12/13/2019
- Live Preview:
  - Preferred Name
  - Preferred Full Name

Save then Return to Personal Information.

Edit Home Address fields:

- Country: United States
- Address 1: 1200 North Lake Rd
- Address 2
- Address 3
- City: Marcus
- State: CA
- County
- ZIP Code: 95340
- Change As Of: 11/13/2019

Save then Return to Personal Information.
Edit Email Address fields:

Remember to click the **Save** button to save each update you enter.