

Use this task to voluntarily enter gender identity and sexual orientation information in UCPath.

**Dashboard Navigation:**

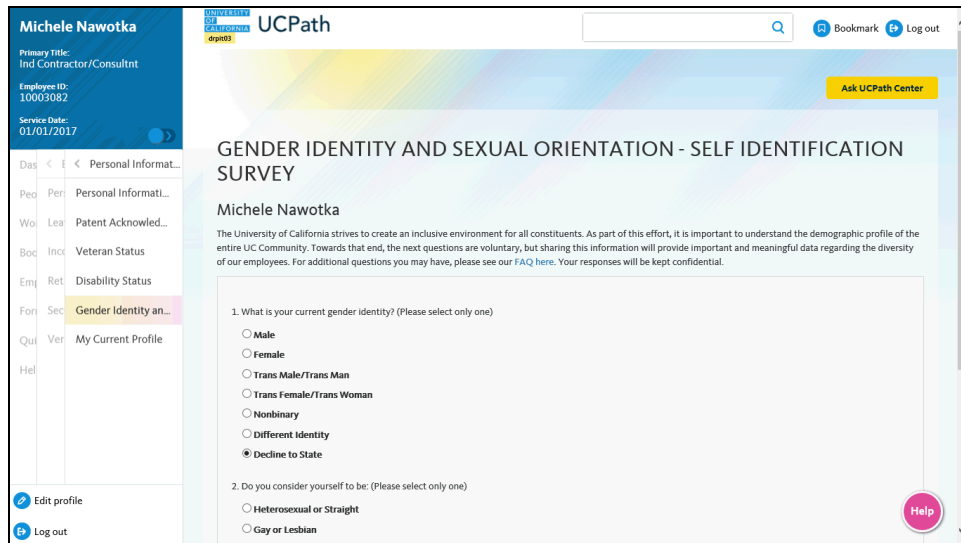
Personal Information > **Gender Identity and Sexual Orientation**

or

**Menu Navigation:**

Employee Actions > Personal Information > **Gender Identity and Sexual Orientation**

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	The <b>Gender Identity and Sexual Orientation Self-Identification Survey</b> page appears. Review the top of the form to learn why this information is requested.
2.	If you have previously provided self-identification information, the previously selected values appear.
3.	Select your current gender identity or select the <b>Decline to State</b> option.  For this example, click the <b>Female</b> option. <input type="radio"/> <b>Female</b>
4.	Click the scroll bar.

UCPath Task:  
Enter Voluntary Self-Identification of Gender  
Identity and Sexual Orientation

of our employees. For additional questions you may have, please see our [FAQ here](#). Your responses will be kept confidential.

1. What is your current gender identity? (Please select only one)

- Male
- Female
- Trans Male/Trans Man
- Trans Female/Trans Woman
- Nonbinary
- Different Identity
- Decline to State

2. Do you consider yourself to be: (Please select only one)

- Heterosexual or Straight
- Gay or Lesbian
- Bisexual
- Other
- Decline to State


Save

Step	Action
5.	Select the sexual orientation with which you identify or select the <b>Decline to State</b> option.  For this example, click the <b>Gay or Lesbian</b> option. <input type="radio"/> <b>Gay or Lesbian</b>
6.	Click the <b>Save</b> button.

SAVE CONFIRMATION

The Save was successful.

OK

Step	Action
7.	A message confirms your submission.  Click the <b>OK</b> button. 
8.	You have voluntarily entered gender identity and sexual orientation information in UCPath online. <b>End of Procedure.</b>