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

Dashboard Navigation:
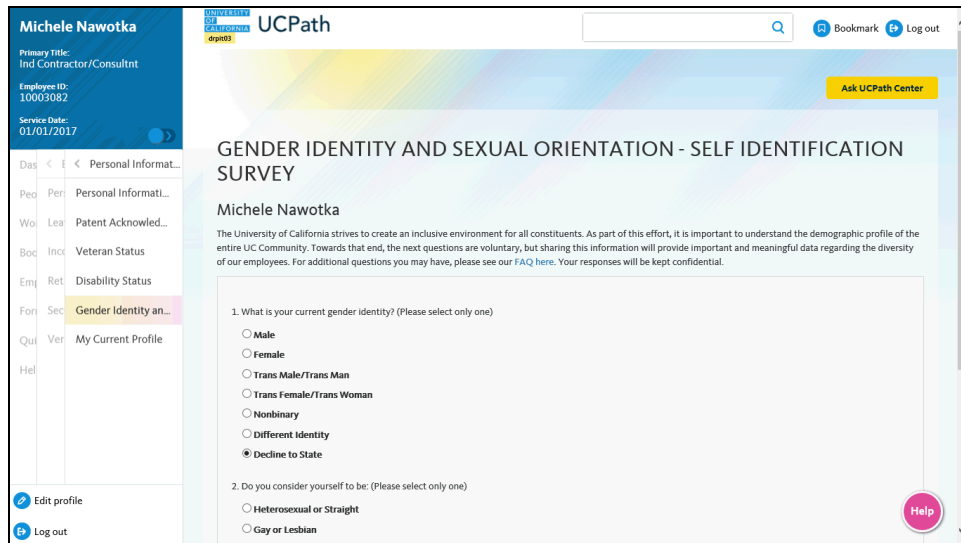Personal Information > **Gender Identity and Sexual Orientation**
or
Menu Navigation:
Employee Actions > Personal Information > **Gender Identity and Sexual Orientation**

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 **Gender Identity and Sexual Orientation Self-Identification Survey** 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 **Decline to State** option. For this example, click the **Female** option. ○ Female
4.	Click the scroll bar.

Step	Action
5.	Select the sexual orientation with which you identify or select the **Decline to State** option. For this example, click the **Gay or Lesbian** option. ○ Gay or Lesbian
6.	Click the **Save** button.

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