

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.

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Primary Title: Ind Contractor/Consultnt	
Employee ID: 10003082	Ask UCPath Center
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Edit profile	2. Do you consider yourself to be: (Please select only one)
E Log out	Gay or Lesbian

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. O <b>Female</b>
4.	Click the scroll bar.



Miche	ele Nawotka	of our employees. For additional questions you may have, please see our FAQ here. Your responses will be kept confidential.	
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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. O <b>Gay or Lesbian</b>
6.	Click the <b>Save</b> button.

Michele Nawotka	
Primary Title: Ind Contractor/Consultnt Employee ID: 10003082	SAVE CONFIRMATION The Save was successful.
Service Date: 01/01/2017	ox
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Step	Action
7.	A message confirms your submission.
	Click the <b>OK</b> button.
	ок
8.	You have voluntarily entered gender identity and sexual orientation information in
	End of Procedure.
	End of Flocedure.