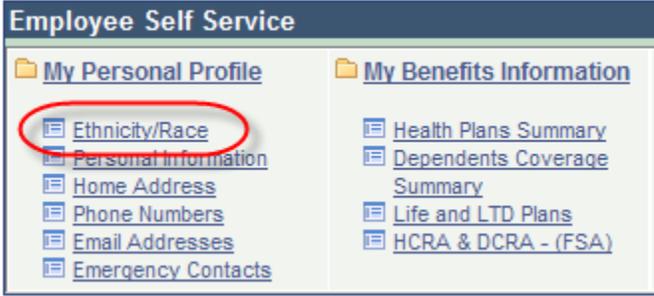


Processing Steps	Screen Shots
<p>Step 1:</p> <p>Navigate to the correct Self Service page in the campus portal:</p> <p>Campus Portal > Titan Online > Employee Self Service > Ethnicity/Race</p>	
<p>Step 2:</p> <p>Once you have selected Ethnicity/Race, the diversity message and instructions will appear.</p> <p>Read the information and instructions before beginning the survey.</p>	<p style="text-align: center;">Resurvey for Employees</p> <p>INSTRUCTIONS: The information displayed below is based on information you previously provided to us. IF THIS INFORMATION IS CORRECT, THERE IS NOTHING FURTHER FOR YOU TO DO.</p> <ul style="list-style-type: none"> --To add a category, click on the category to select it. --To remove a category that was preselected, click on the category to deselect it. --To complete and submit this self-service page, click SAVE at the bottom of the page.
<p>Step 2a:</p> <p>Those who are active students will receive this message and do not need to complete the survey.</p>	<p>An error has occurred that has stopped this transaction from continuing.</p> 

Processing Steps	Screen Shots
<p>Step 3:</p> <p>Answer the displayed Ethnicity Survey questions.</p> <p>Note: Use the Explain link to learn more about a survey question.</p>	<p>1) Are you Hispanic or Latino?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>2) Regardless of your answer to Question 1, you may select one or more of the following categories that apply to you:</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Filipino <input type="checkbox"/> Asian Indian <input type="checkbox"/> Laotian <input type="checkbox"/> Cambodian <input type="checkbox"/> Other Asian <p>1) Are you Hispanic or Latino?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p style="text-align: right;">Explain</p>

Processing Steps	Screen Shots
<p>Step 4:</p> <p>Once finished click the Save button.</p>	<p>1) Are you Hispanic or Latino?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>2) Regardless of your answer to Question 1, you may select one or more of the following categories that apply to you:</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input checked="" type="checkbox"/> Asian</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Filipino <input type="checkbox"/> Asian Indian <input type="checkbox"/> Laotian <input type="checkbox"/> Cambodian <input type="checkbox"/> Other Asian <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guamanian <input type="checkbox"/> Samoan <input type="checkbox"/> Hawaiian <input type="checkbox"/> Other Native Hawaiian or Other Pacific Islander <p><input checked="" type="checkbox"/> White</p> <p><input type="button" value="Save"/></p>
<p>Step 5:</p> <p>The message will appear that data has been saved.</p> <p>Click OK.</p>	<p>Ethnic Groups</p> <hr/> <p>Save Confirmation</p> <p> The Save was successful.</p> <p><input type="button" value="OK"/></p>