Processing Steps	Screen Shots
Step 1: Navigate to the correct Self Service page in the campus portal: Campus Portal > Titan Online > Employee Self Service > Ethnicity/Race	Image: Self Service My Personal Profile Ethnicity/Race Personal Information Home Address Phone Numbers Email Addresses Email Addresses Emergency Contacts
Step 2: Once you have selected Ethnicity/Race, the diversity message and instructions will appear. Read the information and instructions before beginning the survey.	Resurvey for Employees 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. 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.
Step 2a: Those who are active students will receive this message and do not need to complete the survey.	An error has occurred that has stopped this transaction from continuing. Message from webpage X You are not authorized for this page. (124,28) OK

Processing Steps	Screen Shots
Step 3: Answer the displayed Ethnicity Survey questions.	1) Are you Hispanic or Latino? Yes No 2) Regardless of your answer to Question 1, you may select one or more of the following categories that apply to you: American Indian or Alaska Native Asian Chinese Japanese Korean Vietnamese Filipino Asian Indian Laotian Cambodian Other Asian
Note: Use the Explain link to learn more about a survey question.	1) Are you Hispanic or Latino? <u>Explain</u> © Yes © No

Processing Steps	Screen Shots
Step 4:	1) Are you Hispanic or Latino?
Once finished slick the C ause	С _{Yes}
button	⊙ No
	2) Devendlage of some engine to Oscation diversion as here an engine of the following
	2) Regardless of your answer to Question 1, you may select one of more of the following categories that apply to you:
	🗆 American Indian or Alaska Native
	🗹 Asian
	Chinese
	☐ Japanese
	C Korean
	└─ Vietnamese
	La Filipino
	🗆 Other Asian
	🗖 Black or African American
	Native Hawaiian or Other Pacific Islander
	🗖 Guamanian
	🗆 Samoan
	🗆 Hawaiian
	U Other Native Hawaiian or Other Pacific Islander
	M White
	Save
Step 5:	
The message will appear that data	Ethnic Groups
has been saved.	Save Confirmation
	Save Committation
Click OK .	The Save was successful.
	OK