

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

Dashboard Navigation:

Personal Information > **Self-Identification Details** *or*

Menu Navigation:

Employee Actions > Personal Information > Self-Identification Details

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.

Annie Cheng				Q 📵 Bookmark 😝 Log ou				
Primary Title:								
Employee ID:						Ask UCPath		
Service Date: 12/05/2016		•						
Dashboard	< Employee	< Personal Information				View All		
PeopleSoft A	Personal Info	Personal Information Summary		Link	Priority	VIEW AII		
Worklist	Accruals and	Employee Disclosures		LIIK	noncy			
Bookmarks Health and V Patent Acknowledgement								
Employee Ac	Income and	Veteran Status		Refresh				
Forms Librar	Retirement a	Disability Status						
Quicklinks	Security Que	Self-Identification Details						
Help / FAQ		My Current Profile						
			nt	Faculty / Staff Benefits	Postdoctoral	Scholar Benefits		
🖉 Edit profile			enefits	efits Accruals Management General Ledger / Reporting 4		Reporting & Analytics		
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Step	Action
1.	From the UCPath Dashboard, navigate to Self-Identification Details to update your Pronouns, Sexual Orientation, and Gender Identity.
2.	You will be redirected to the Self-Identification Details page. Click the Select button to add or update your Self-Identification Details .
3.	If you have provided self-identification information, the previously selected values will appear. Note: The Change As Of date will automatically populate to today's date.



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F			*Pronouns		Q	0		
			*Sexual Orientation	Heterosexual or Straight	Q	0		
			*Gender Identity	Woman	Q	0		
	Volun	itary	Self-Identification					
	The Un end, th here. Yi	iversit iese se 'our re:	y of California strives to create an inclusive environment fo lections are voluntary, but sharing this information will pro sponses for Gender Identity and Sexual Orientation will be	or all constituents. As part of t ovide important and meaning kept confidential. Your Pronc	.his ef ful da ouns a	fort, it is important to understand the demographic profile of the entire UC Community. Towards that a regarding the diversity of our employees. For additional questions you may have, please see our FAQ re not confidential.		
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Step	Action
4.	To view a list of Pronoun Values , click the information button .
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		Pronoun Values	×	$\triangle : \emptyset$
Sel	Cancel	All Pronouns	1	Save
	Self-Identification Det	This should be used when an individual wishes to be addressed using all pronouns.		
RAI		Ask Me		
Sel		Ask me should be used when an individual would like to be asked which pronouns should be used.		
Pr		Decline to State		
Sh		Individuals should use this value when they do not prefer to disclose the pronouns. This will not be displayed next to the Name.		>
ч		He/Him/His		
		Selected when an individual uses he/him/his only for pronouns.	L	
		He/She	L	
	Voluntary Self-Identifi	Selected when an individual uses both he/him/his or she/her/hers pronouns. The individual may prioritize the first pronoun listed o may utilize the pronouns interchangeably.	r	
	The University of California end, these selections are vo	He/They		ommunity. Towards that r have, please see our FAQ
	here. Your responses for Ge	Selected when an individual uses he/him/his or they/them/theirs pronouns. The individual may prioritize the first pronoun listed or may utilize the pronouns interchangeably.	L	
		My name only		
		This should be used when an individual does not wish to be referred to with any pronoun and instead wants their name to be used to address them.	ł	
		My pronouns are not listed		
		Use this value when the pronoun is not in the list. This will not be displayed next to the Name.		
		She/He		
		Selected when an individual uses she/her/hers or he/him/his pronouns. The individual may prioritize the first pronoun listed or may utilize the pronouns interchangeably.	/	
		She/Her/Hers		
	-	Selected when an individual uses she/her/hers only for pronouns.		
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Step	Action
5.	Click the X to close the list.
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		*Gender Identity	Woman	Q	0	
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Step	Action
6.	To enter or change your pronouns, click the Pronouns look up button. \overline{Q}

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TRA Se	Self-Identification Detail			16 rows			
P		Pronoun 🔱	Description ↑↓				
		A1	All Pronouns				
		A2	Ask Me				
		B1	He/Him/His				
	Voluntary Self-Identifica	C1	He/She				
	The University of California str	D1	He/They		C Community. Towards that		
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		F1	She/He				
		G1	She/Her/Hers				
		H1	She/They				
		11	They/He				
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Step	Action
7.	For this example, click the He/Him/His option.
	He/Him/His



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TRA	Self-	-Ident	fication Details						
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			*Sexual Orientatio	Heterosexual or Straight	Q	0			
			*Gender Identit	Woman	Q	0			
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Step	Action
8.	After you select your pronouns, your information will update on the Self-Identification Details page.

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Self	-Ident	tification Details						
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Step	Action
9.	Follow the same steps to update your Sexual Orientation and Gender Identity.



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		*Sexual Orientation	Heterosexual or Straight	Q	0	
		*Gender Identity	Woman	Q	0	
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Step	Action
10.	After you have made your changes, click the Save button.
	Save

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elf-Identification De	etails		
	Gender and Orientation Details	changes are saved successfully.	×
elf-Identification Detail	s		
ronouns	Sexual Orientation	Gender Identity	
e/Him/His	Heterosexual or Straight	Woman	>

Step	Action
11.	Once saved, you will receive a confirmation message indicating that your Gender and Orientation Details changes have been successfully saved.



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Self-Iden	tification Details									
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He/Him/H	lis	н	leterosexual or Straight			Woman			>	
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Step	Action
12.	Your pronouns will appear next to your name on the Self-Identification Details
	page. Note: If you select the Decline to State or My pronouns are not listed values, pronouns will not be displayed next to your name.

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Step	Action
13.	Once your changes have been successfully saved, you can close the Gender Identity browser tab to return to the UCPath Dashboard. Click X to close.



Step	Action
14.	You have voluntarily entered your pronouns, gender identity and sexual orientation information in UCPath. End of Procedure.