

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

**Dashboard Navigation:**

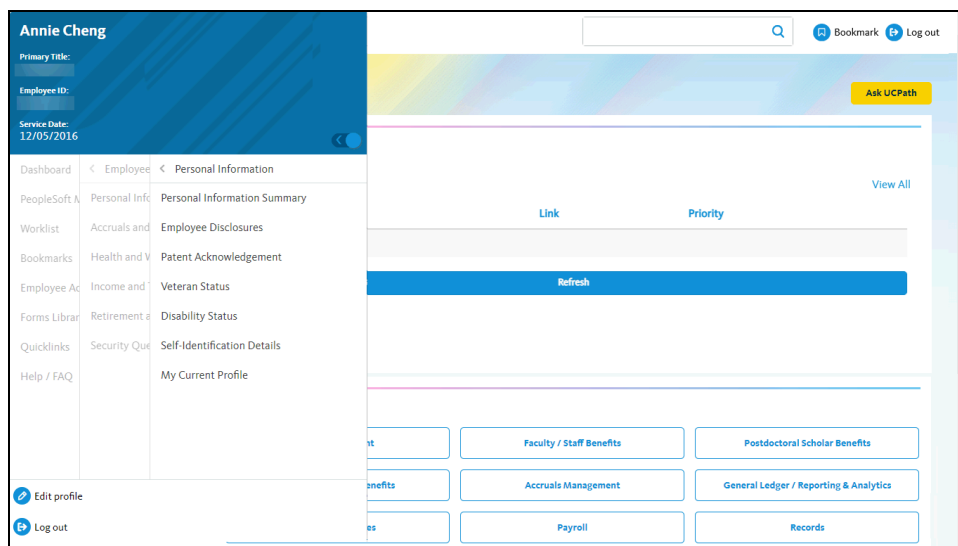
Personal Information > **Self-Identification Details**


or

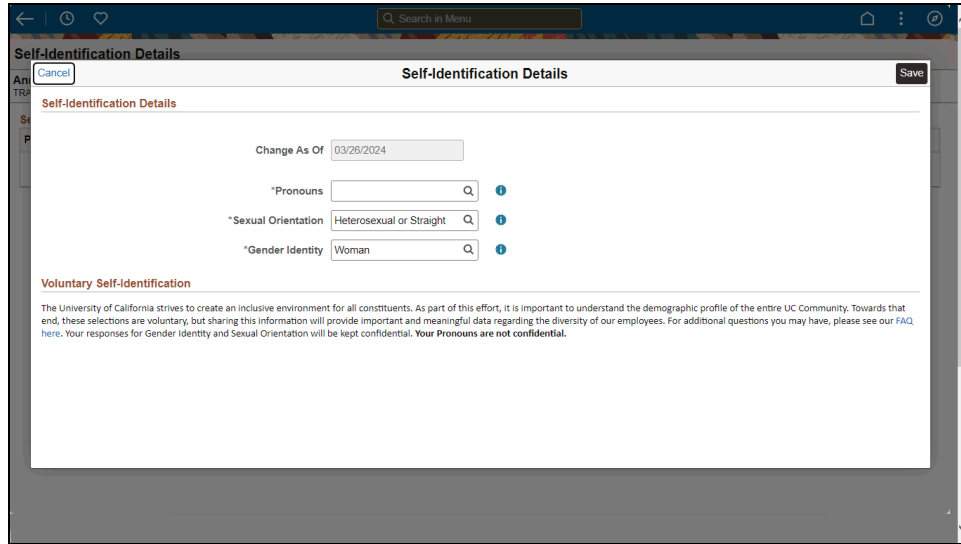
**Menu Navigation:**


Employee Actions > Personal Information > **Self-Identification Details**

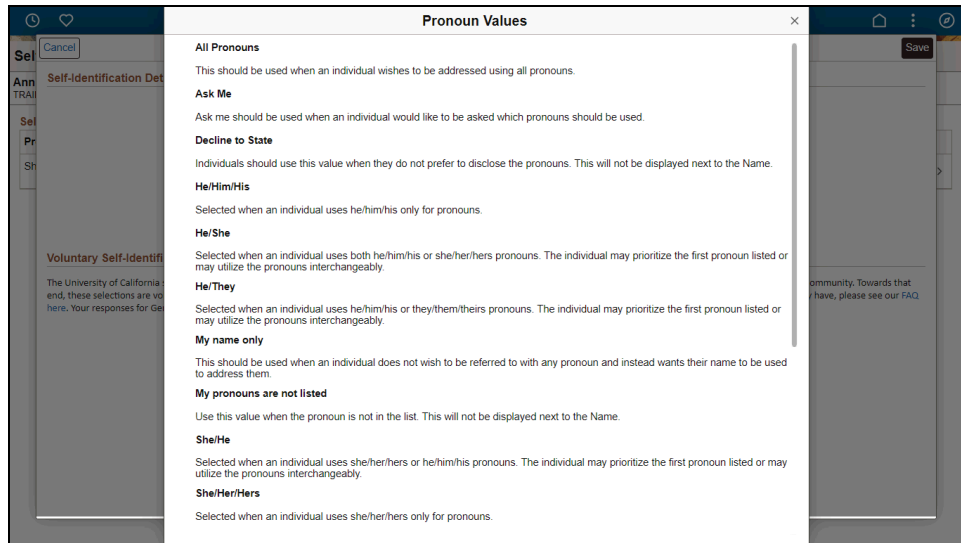
**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

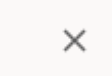


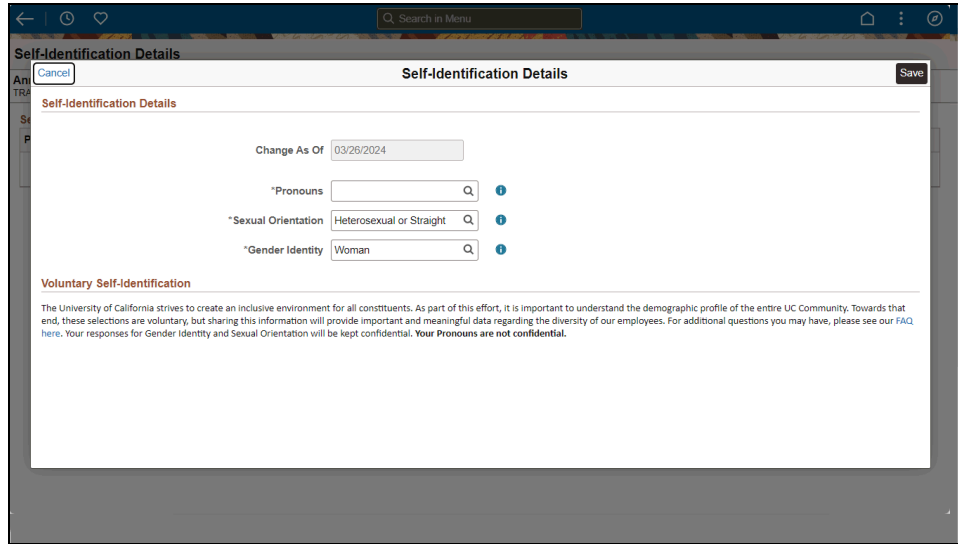
Step	Action
1.	From the UCPath Dashboard, navigate to <b>Self-Identification Details</b> to update your Pronouns, Sexual Orientation, and Gender Identity.
2.	You will be redirected to the <b>Self-Identification Details</b> page.  Click the <b>Select</b> button to add or update your <b>Self-Identification Details</b> . 
3.	If you have provided self-identification information, the previously selected values will appear.  <b>Note:</b> The <b>Change As Of</b> date will automatically populate to today's date.




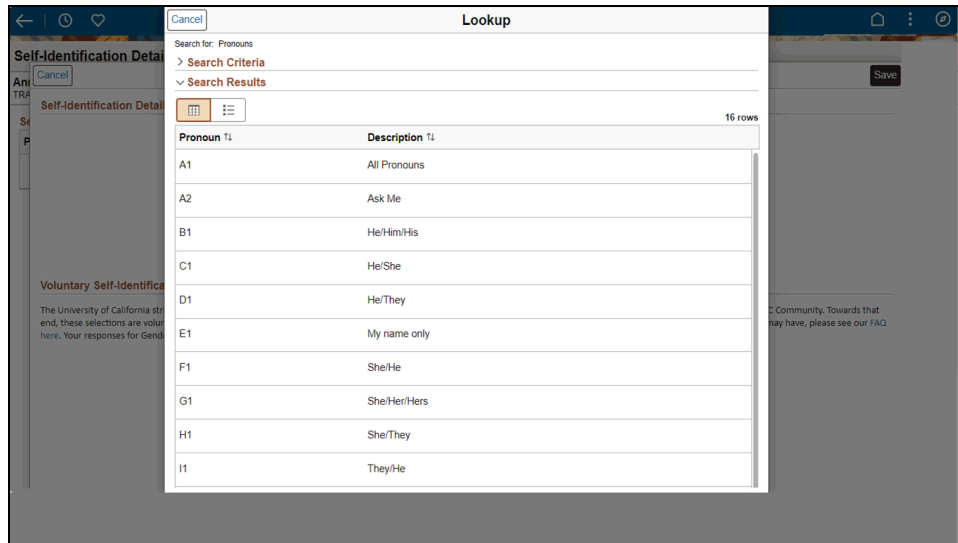
Step	Action
4.	To view a list of <b>Pronoun Values</b> , click the <b>information button</b> . 



Step	Action
5.	Click the <b>X</b> to close the list. 



Step	Action
6.	To enter or change your pronouns, click the <b>Pronouns</b> look up button. 



Step	Action
7.	For this example, click the <b>He/Him/His</b> option. <b>He/Him/His</b>

Step	Action
8.	After you select your pronouns, your information will update on the <b>Self-Identification Details</b> page.

Step	Action
9.	Follow the same steps to update your <b>Sexual Orientation</b> and <b>Gender Identity</b> .

**Self-Identification Details**

Change As Of: 03/26/2024

\*Pronouns: He/Him/His

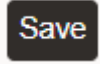
\*Sexual Orientation: Heterosexual or Straight

\*Gender Identity: Woman

**Voluntary Self-Identification**

The University of California strives to create an inclusive environment for all constituents. As part of this effort, it is important to understand the demographic profile of the entire UC Community. Towards that end, these selections are voluntary, but sharing this information will provide important and meaningful data regarding the diversity of our employees. For additional questions you may have, please see our [FAQ here](#). Your responses for Gender Identity and Sexual Orientation will be kept confidential. **Your Pronouns are not confidential.**

Step	Action
10.	After you have made your changes, click the <b>Save</b> button.

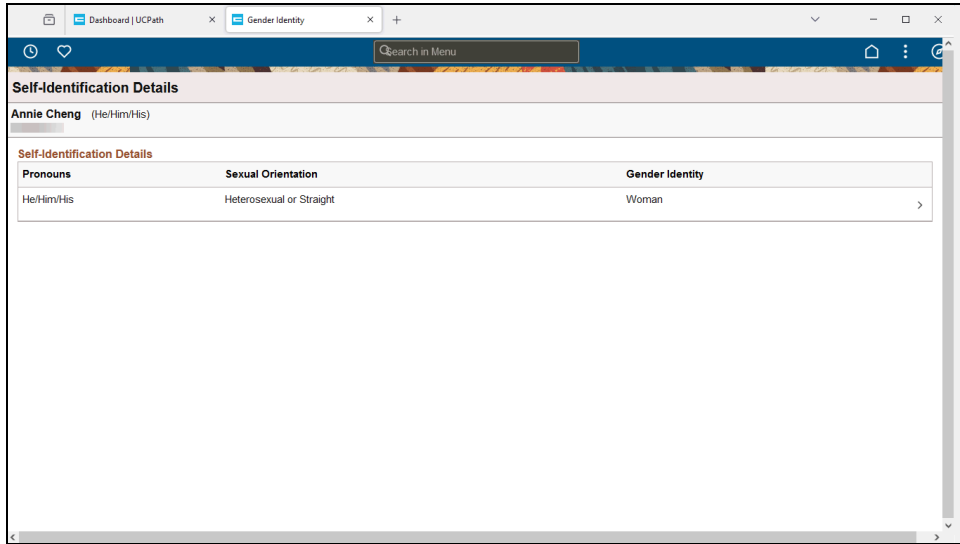


**Self-Identification Details**

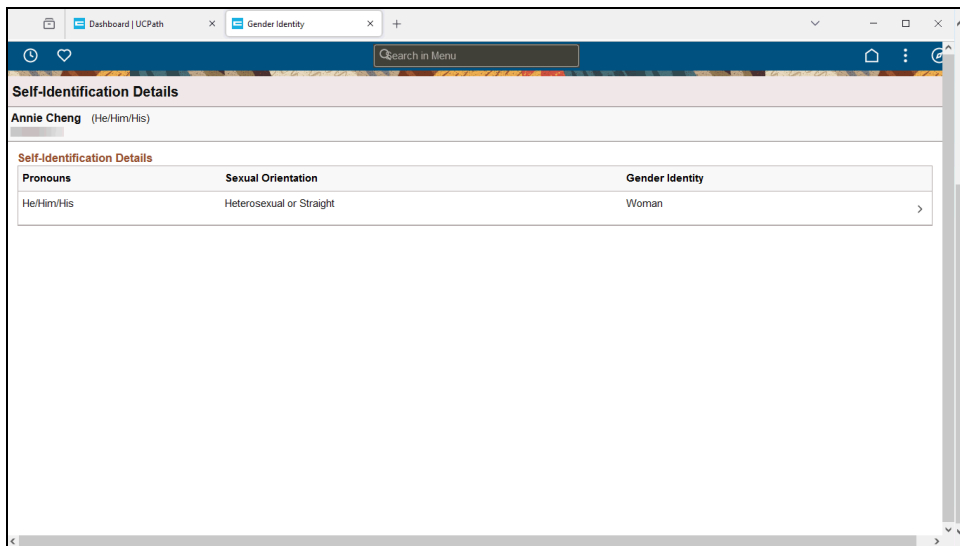
Gender and Orientation Details changes are saved successfully.

Pronouns	Sexual Orientation	Gender Identity
He/Him/His	Heterosexual or Straight	Woman

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



Step	Action
12.	Your pronouns will appear next to your name on the <b>Self-Identification Details</b> page. <b>Note:</b> If you select the <b>Decline to State</b> or <b>My pronouns are not listed</b> values, pronouns will not be displayed next to your name.



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

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