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

**Dashboard Navigation:**
Personal Information > Gender Identity and Sexual Orientation

**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.
**UCPath Task:**
Enter Voluntary Self-Identification of Gender Identity and Sexual Orientation

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The <strong>Gender Identity and Sexual Orientation Self-Identification Survey</strong> page appears. Review the top of the form to learn why this information is requested.</td>
</tr>
<tr>
<td>2.</td>
<td>If you have previously provided self-identification information, the previously selected values appear.</td>
</tr>
</tbody>
</table>
| 3.   | Select your current gender identity or select the **Decline to State** option.  
For this example, click the **Female** option.  
○ **Female** |
| 4.   | Click the scroll bar. |
Step | Action
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5. | Select the sexual orientation with which you identify or select the **Decline to State** option.  
For this example, click the **Gay or Lesbian** option.  
- Gay or Lesbian
6. | Click the **Save** button.

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Step | Action
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7. | A message confirms your submission.  
Click the **OK** button.

8. | You have voluntarily entered gender identity and sexual orientation information in UCPath online.  
**End of Procedure.**