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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the UCPath Dashboard, navigate to <strong>Self-Identification Details</strong> to update your Pronouns, Sexual Orientation, and Gender Identity.</td>
</tr>
<tr>
<td>2.</td>
<td>You will be redirected to the <strong>Self-Identification Details</strong> page. Click the <strong>Select</strong> button to add or update your <strong>Self-Identification Details</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>If you have provided self-identification information, the previously selected values will appear. <strong>Note:</strong> The <strong>Change As Of</strong> date will automatically populate to today's date.</td>
</tr>
</tbody>
</table>
### Step 4
To view a list of Pronoun Values, click the information button.

### Step 5
Click the X to close the list.
Step 6. To enter or change your pronouns, click the **Pronouns** look up button.

Step 7. For this example, click the **He/Him/His** option.
Step | Action
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8. | After you select your pronouns, your information will update on the **Self-Identification Details** page.

9. | Follow the same steps to update your **Sexual Orientation** and **Gender Identity**.
Step | Action
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10. | After you have made your changes, click the **Save** button.

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

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.
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<tr>
<td>14.</td>
<td>You have voluntarily entered your pronouns, gender identity and sexual orientation information in UCPath. <strong>End of Procedure.</strong></td>
</tr>
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</table>