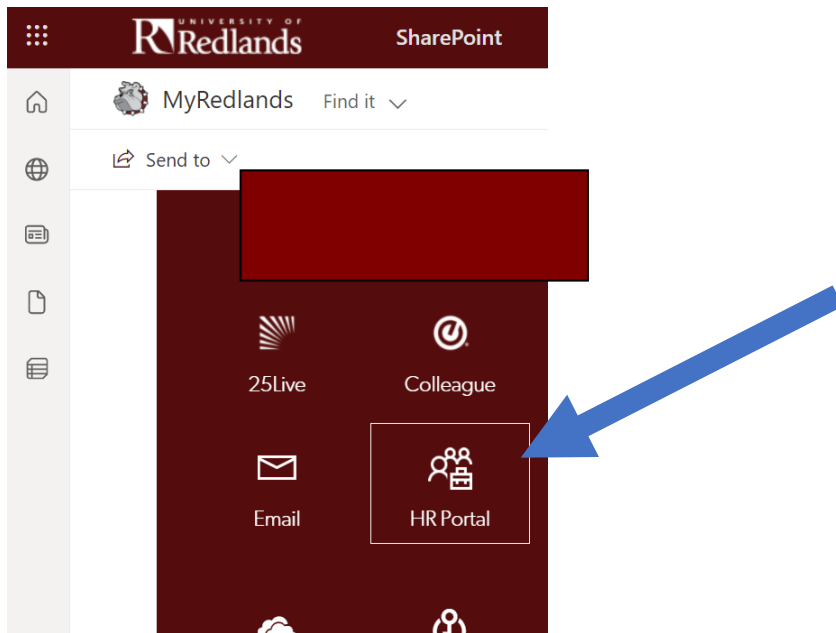


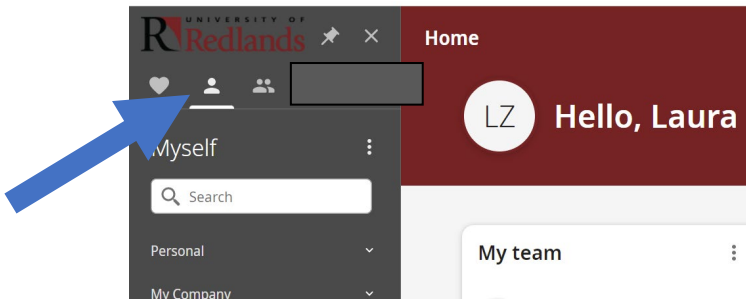
Voluntary Self-Identification Information Instructions

Completion of this form is **voluntary** and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department.

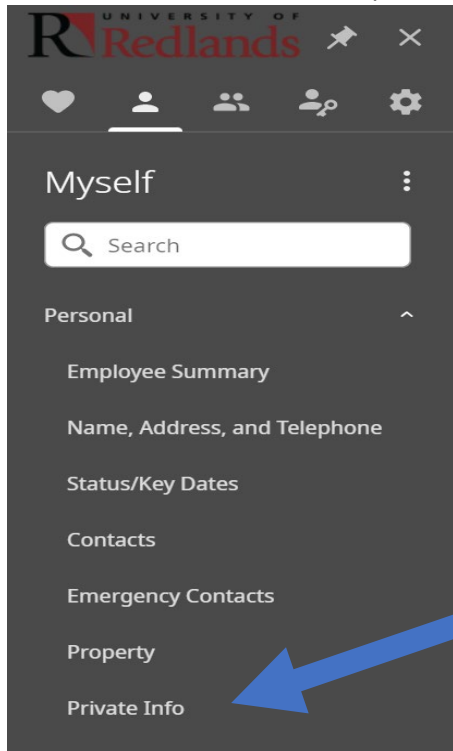
1. Log in to My Redlands
2. Select HR Portal



3. Click on the icon as shown below, Myself



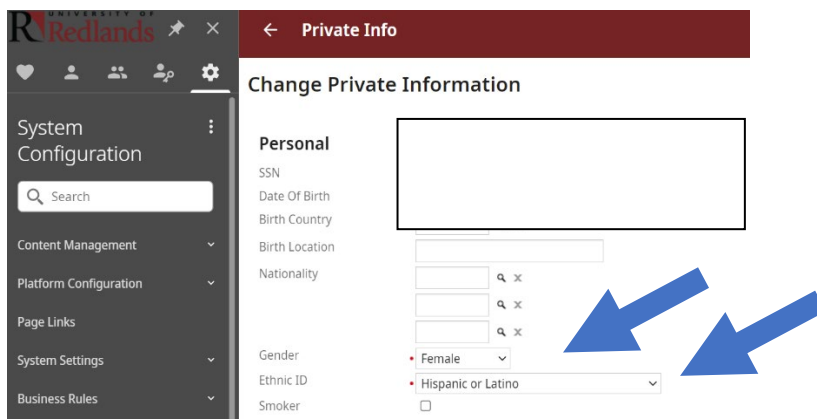
4. Under the Personal section, expanded, click on Private Info



5. The screen will change and then select the edit icon



6. If the gender option has information you can exit. If the information is inaccurate or blank, elect the appropriate selection in the Gender and Ethnic ID boxes.



7. Last step, click on the Save icon. Thank you!

The screenshot shows the 'Private Info' page in the University of Redlands system. The page title is 'Change Private Information'. On the left is a navigation sidebar with 'System Configuration' selected. The main content area is titled 'Personal' and contains the following fields:

- SSN: [Empty text box]
- Date Of Birth: [Empty text box]
- Birth Country: [Text box with search and clear icons]
- Birth Location: [Text box]
- Nationality: [Text box with search and clear icons]
- [Text box with search and clear icons]
- [Text box with search and clear icons]
- Gender:
 - Female (selected)
- Ethnic ID:
 - Hispanic or Latino (selected)
- Smoker:

In the top right corner, there are two icons: 'edit labels' and 'save'. A blue arrow points to the 'save' icon.