



Update Personal Diversity Information Job Aid

1. Login to [My UW](#)
2. Launch the full Personal Information App.

The Personal Information page displays.

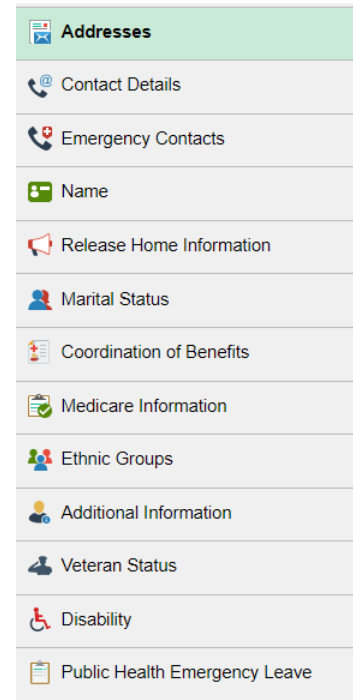
3. Click **Update My Personal Information** located below your home address information.

The Personal Details page displays.

You will see options (see below) to update various types of personal information. Please be sure the information you have in Ethnic Groups, Veteran Status, Disability categories are completed if you choose to designate. Please also review the “Additional Information” and contact the Human Resources department if you have any updates to this information.

- a. Update and submit your designations/choices.

Note: Your changes may take 24 hours to reflect on the pages once submit.



The following link to [UW Shared Services HR/Personal Information Help menu](#) is available if you have questions or need assistance with any of the above topics. Choose the “Change Your Personal Details” tab for instructions.

Note: If your gender is listed as “unknown” in HRS, you will receive communication from Human Resources to assist with completion of the information for Affirmative Action Reporting purposes.