

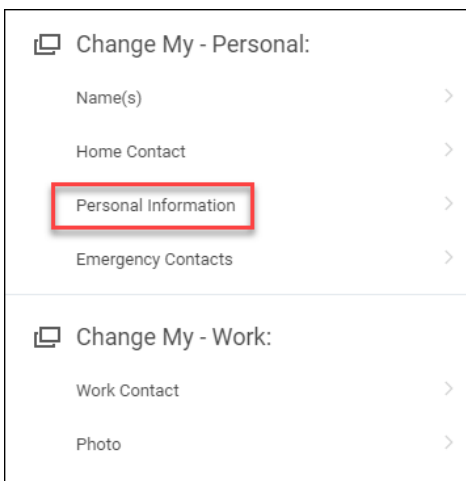
Pronouns and Military Status

This job aid will provide employees with step by step instructions on how to update, add and view Pronouns and Military status.

Step 1: Click the **Personal Information & Documents** worklet on your homepage. Your personal information will populate for you to review.



Step 2: Click on **Personal Information** under *Change My - Personal*.

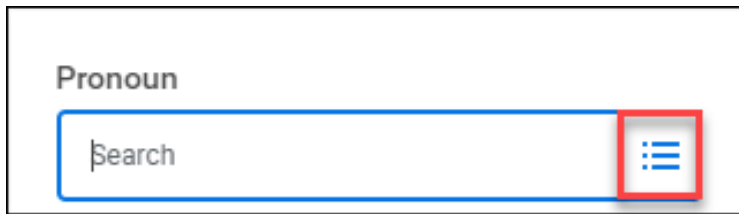


Add Personal Information: Pronouns

Step 3: Click on the pencil icon next to **Pronoun** to make an update.



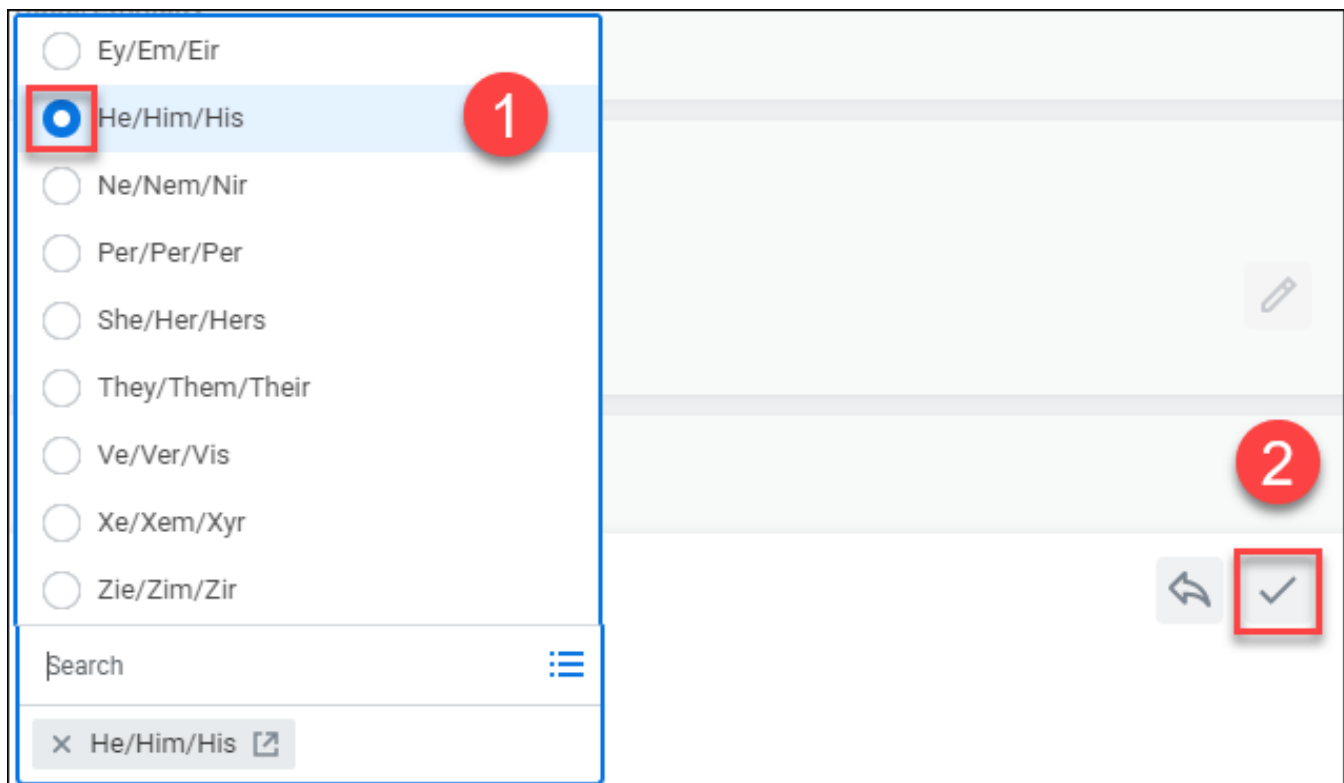
Step 4: Click the menu prompt to select from a list of Pronoun options.



Pronoun

Search

Step 5: Click the button corresponding to the desired pronoun (1). Click the check box when completed (2).



Ey/Em/Eir

He/Him/His 1

Ne/Nem/Nir

Per/Per/Per

She/Her/Hers

They/Them/Their

Ve/Ver/Vis

Xe/Xem/Xyr

Zie/Zim/Zir

Search

2

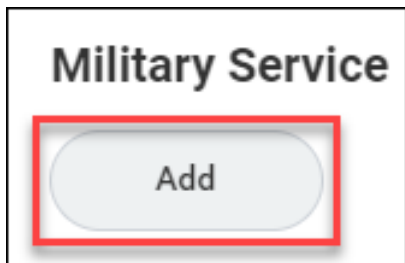
✓

× He/Him/His

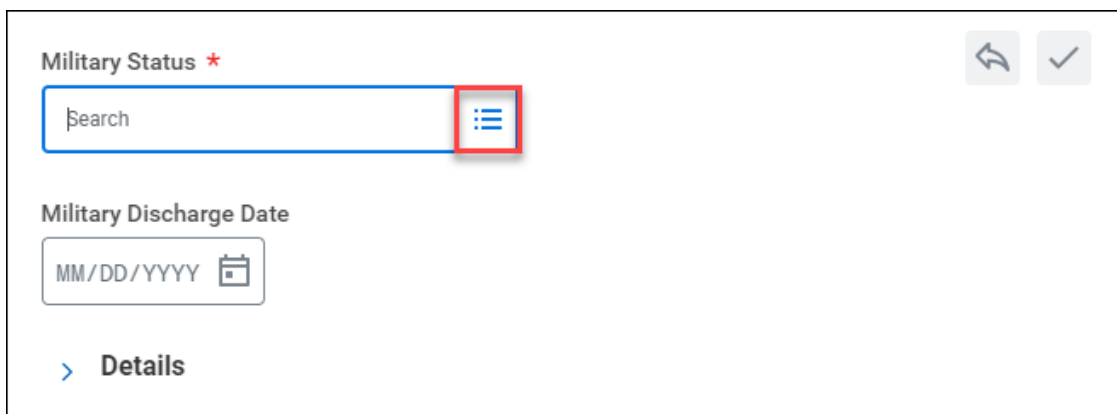
Continue to Step 6 to update Military Service, or click **Submit** and continue to Step 12 to set *Visibility Preference*.

Add Personal Information: Military Service

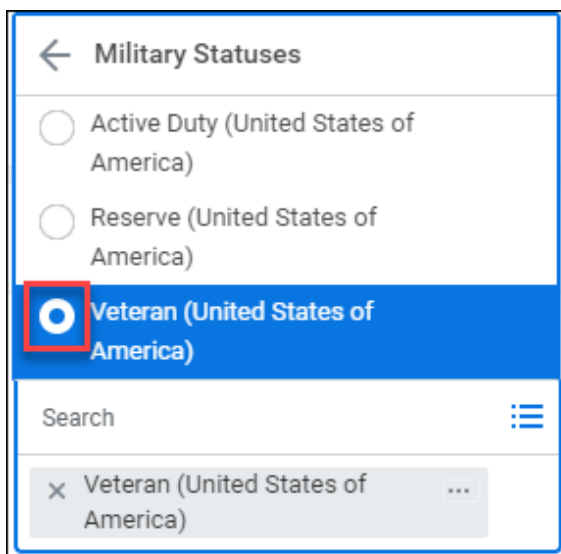
Step 6: Click the **Add** button in the *Military Service* field to add military status.




Step 7: Click the menu prompt to select from a list of military status options.



Step 8: Click the button corresponding to the appropriate military status.





Military Status is the only required field* to update your Military Status. Only enter information you want shown in your public profile.

Step 9: Enter the **Military Discharge Date** if you'd like. Note: If entered, it will show on your public profile.

Military Status * ↶ ✓

x Veteran (United States of America) ... ☰

Military Discharge Date

01/01/2020 📅

[> Details](#)

Step 10: Click on **Details** (1). Enter the **Status Begin Date** (2). Click the menu prompts to select **Military Service Type** (3) and **Rank** (4). Enter any additional **Notes** (5). Click the check mark to save changes to this section (6). Note: Entered information will show on your public profile, including Notes.

Military Status * ↶ ✓

x Veteran (United States of America) ... ☰

Military Discharge Date

01/01/2020 📅

v Details 1

Status Begin Date

MM/DD/YYYY 📅 2

Military Service Type

☰ 3

Rank

☰ 4

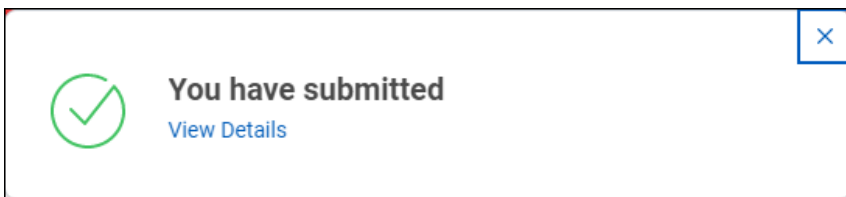
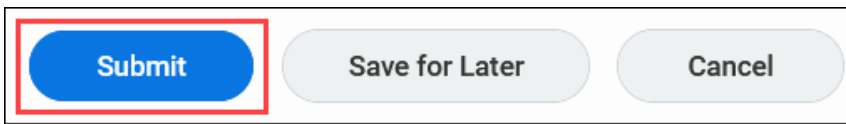
Notes

Format v B I U A v ☰ 🔗

5

6

Step 11: Click **Submit**. Once submitted, you will be routed back to your **Personal Information & Documents** worklet with a confirmation conclusion, indicating your change has been successfully submitted and the process is complete.

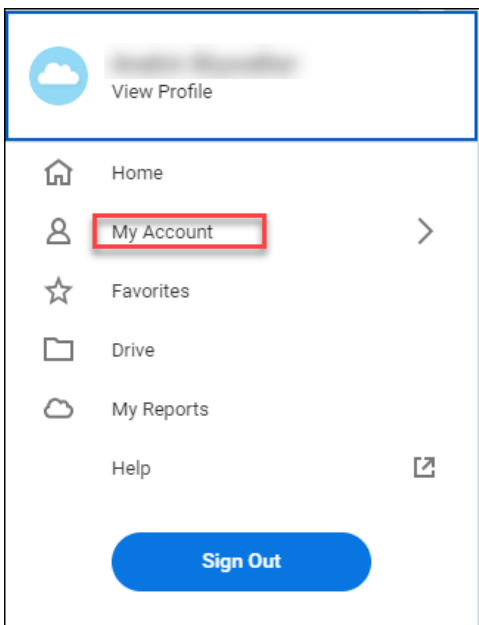


Change Public Profile Preferences: Show to all Pronouns and Military Status

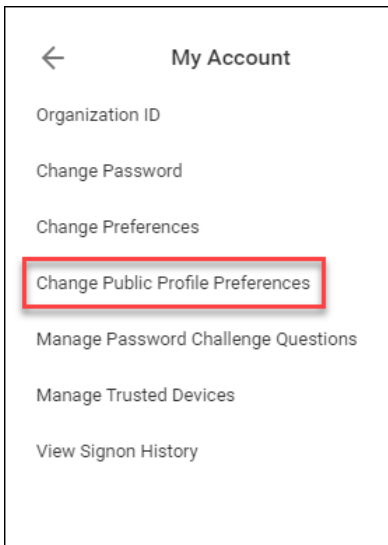
Step 12: Click on the cloud icon in the upper right corner of your screen, or this may be your profile photo.



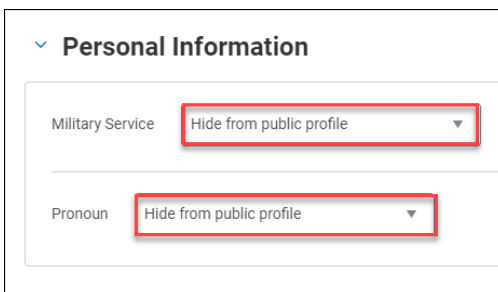
Step 13: Click on **My Account**.



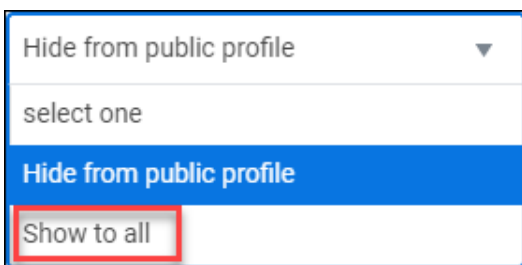
Step 14: Click on **Change Public Profile Preferences**.



Step 15: Click on the menu prompts to select visibility preference.



Step 16: Click on **Show to all**.



	<p>If you choose to display Military Service to all, all the fields you completed in the military status section of your personal file will display to everyone.</p>
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Step 17: Click **OK** to save the changes. Once submitted, you will receive a confirmation conclusion, indicating your change has been successfully submitted and the process is complete.