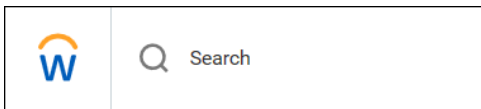


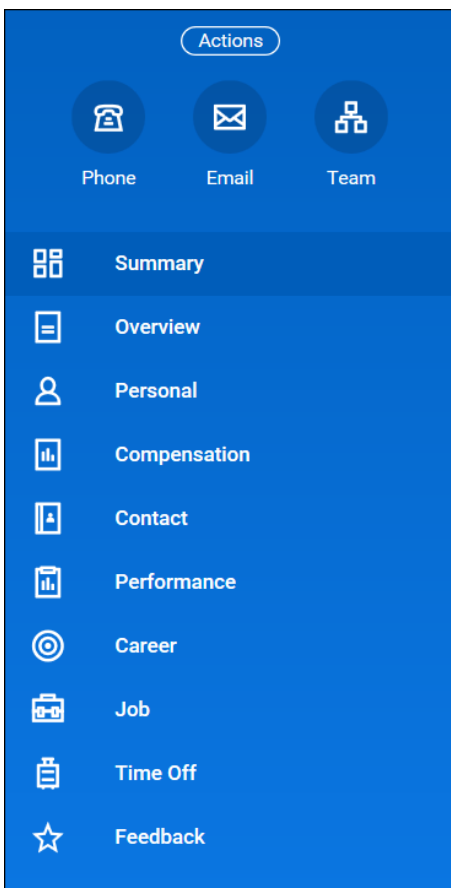
Ethnicity Visual Survey

This job aid will walk an HR Partner through the steps to enter an ethnicity visual survey on a worker.

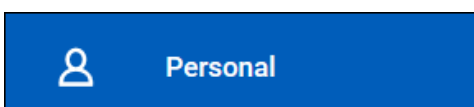
Step 1: In the search bar, type in the employee's name you are making the change for.



Step 2: The search results will bring you to the landing page on the employee's profile.



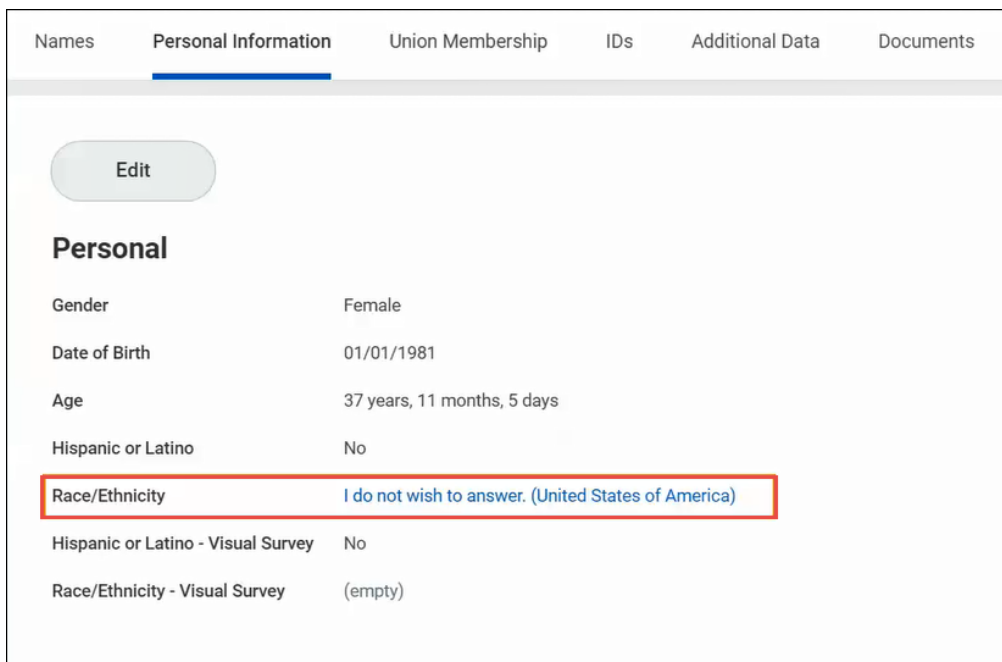
Step 3: Click on the **Personal** tab.



Step 4: From the *Personal* menu, click on the **Personal Information** sub tab.

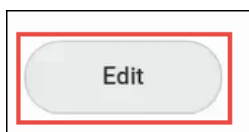


Step 5: In the *Race/Ethnicity* field, the worker responded “I do not wish to answer.”

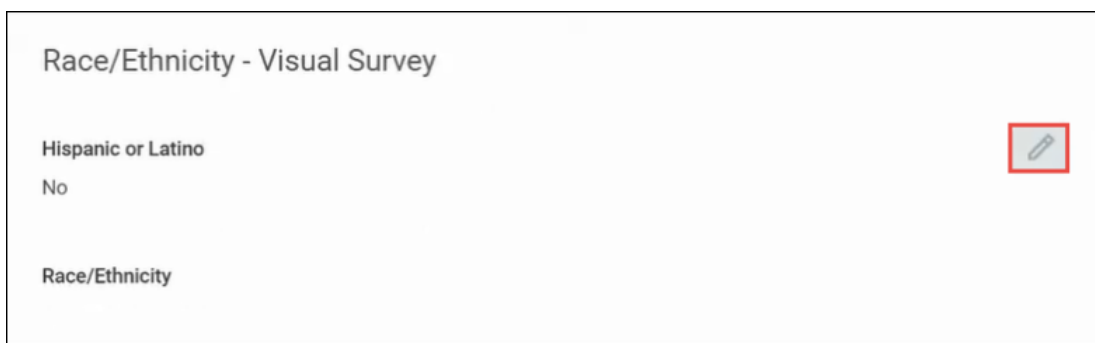


Step 6: We are now going to complete the visual survey.

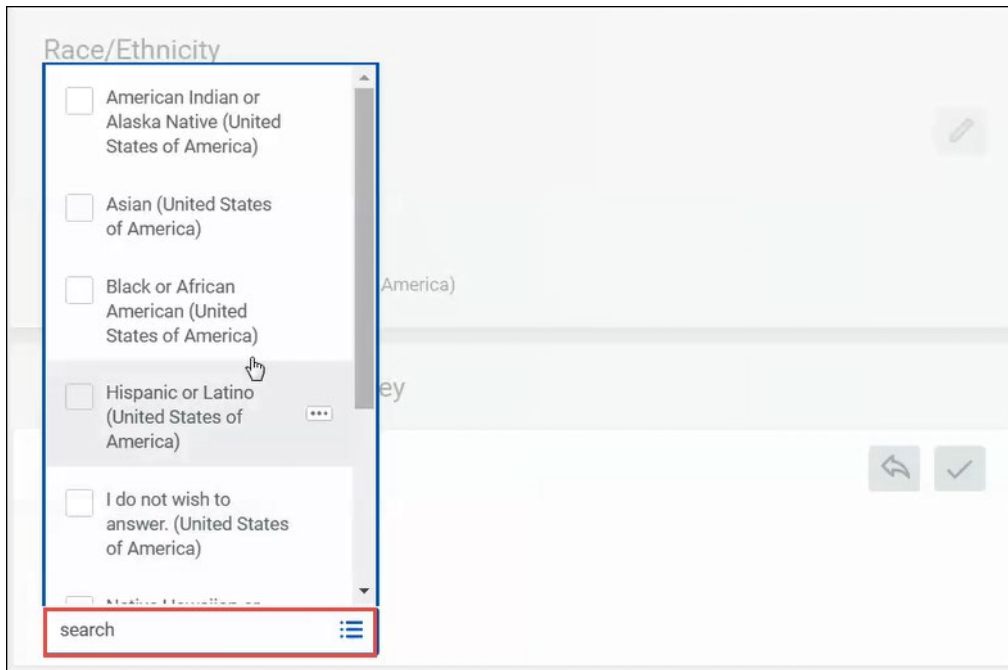
Step 7: Click **Edit**.



Step 8: Scroll down the *Personal Information* menu, to the **Race/Ethnicity- Visual Survey** box. Click on the pencil icon to edit.



Step 9: Click in the search box and select a Race/Ethnicity.



Step 10: Click the check mark or outside the box.

Step 11: Make sure your selection appears.



Step 12: Click **Submit** and **Done**.