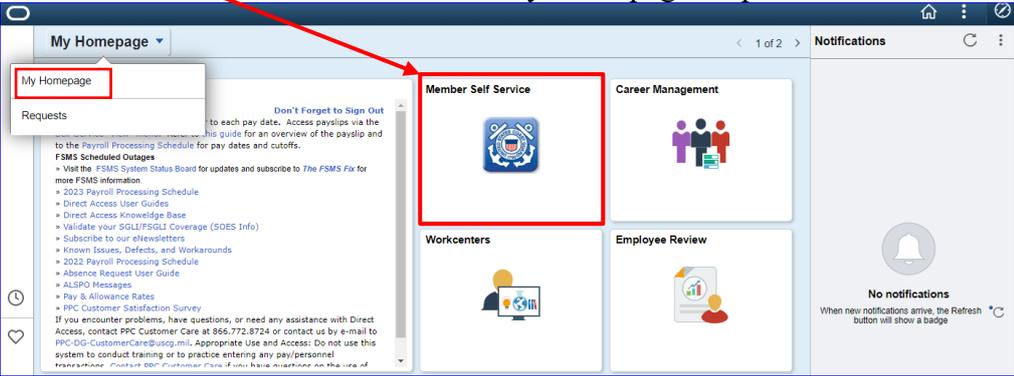
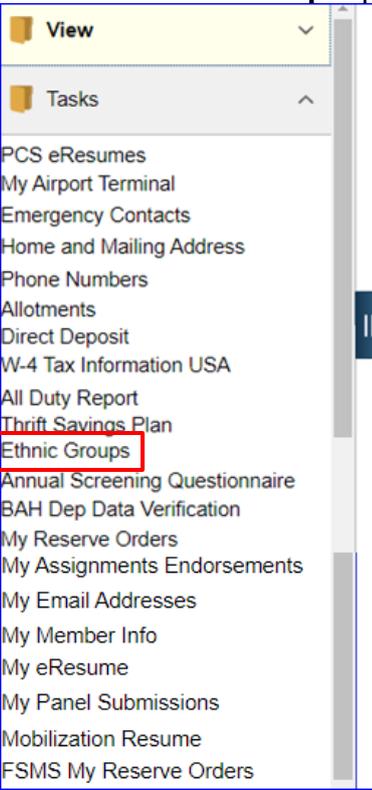


Self Service – Ethnic Groups

Introduction This transaction is used to edit a member’s Ethnic Group in Direct Access (DA). A member’s ethnic group is designated at time of accession; however, situations may arise when an edit is necessary.

Procedures See below.

Step	Action
<p>1</p>	<p>Select Member Self Service from the My Homepage drop-down.</p> 
<p>2</p>	<p>Select the Ethnic Groups option.</p> 

Continued on next page

Self Service – Ethnic Groups, Continued

Procedures,
continued

Step	Action								
<p>3</p>	<p>Current Ethnic Groups data will display. Ethnic Group data may be deleted or added.</p> <p>In this example, we will add an ethnic group. Select Add an Ethnic Group.</p> <p>Ethnic Groups</p> <p>Jane Doe</p> <p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p> <table border="1" data-bbox="359 981 1369 1122"> <thead> <tr> <th data-bbox="359 981 1145 1016">Ethnic Groups</th> <th data-bbox="1145 981 1369 1016"></th> </tr> <tr> <th data-bbox="359 1016 1145 1052">Description</th> <th data-bbox="1145 1016 1369 1052">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="359 1052 1145 1122">American Indian or Alaska Native</td> <td data-bbox="1145 1052 1369 1122"></td> </tr> </tbody> </table> <p>Add an Ethnic Group</p> <p>Save</p> <p>Return to Tasks</p>	Ethnic Groups		Description	Delete	American Indian or Alaska Native			
Ethnic Groups									
Description	Delete								
American Indian or Alaska Native									
<p>4</p>	<p>The drop-down will appear. Click the Description down arrow to open the list.</p> <table border="1" data-bbox="359 1402 1369 1615"> <thead> <tr> <th data-bbox="359 1402 1145 1438">Ethnic Groups</th> <th data-bbox="1145 1402 1369 1438"></th> </tr> <tr> <th data-bbox="359 1438 1145 1473">Description</th> <th data-bbox="1145 1438 1369 1473">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="359 1473 1145 1554">American Indian or Alaska Native</td> <td data-bbox="1145 1473 1369 1554"></td> </tr> <tr> <td data-bbox="359 1554 1145 1615"><input type="text"/></td> <td data-bbox="1145 1554 1369 1615"></td> </tr> </tbody> </table>	Ethnic Groups		Description	Delete	American Indian or Alaska Native		<input type="text"/>	
Ethnic Groups									
Description	Delete								
American Indian or Alaska Native									
<input type="text"/>									

Continued on next page

Self Service – Ethnic Groups, Continued

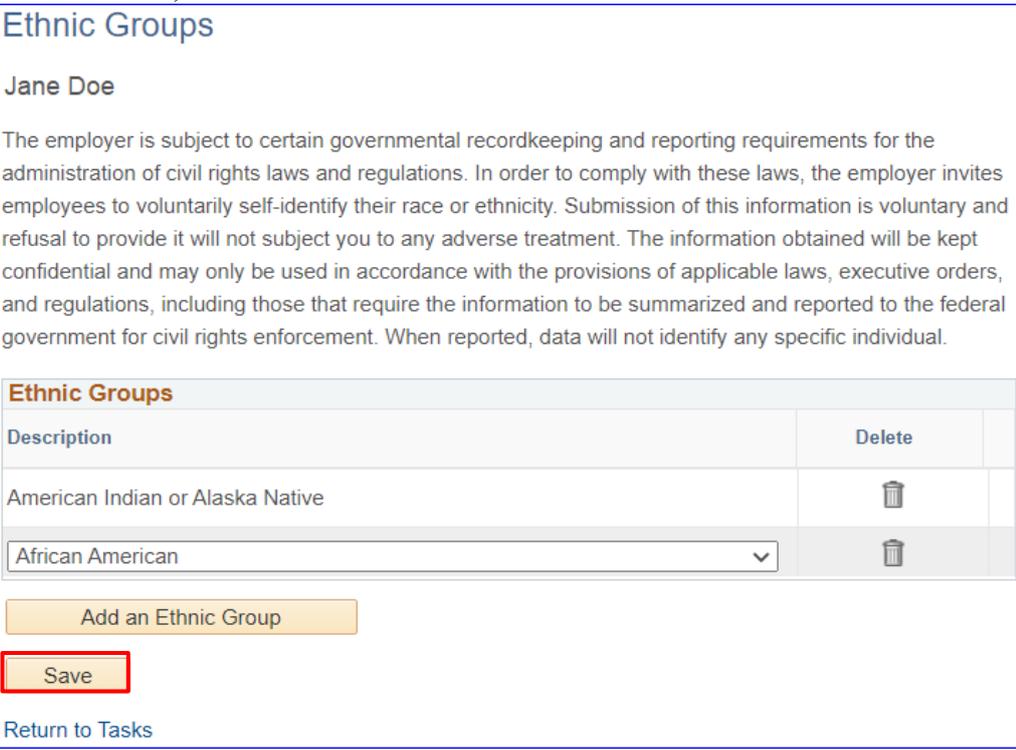
Procedures,
continued

Step	Action								
5	<p data-bbox="352 461 1161 495">Scroll through the list and select the appropriate Ethnic Group.</p> <div data-bbox="352 495 1377 1243"><p data-bbox="360 501 528 524">Ethnic Groups</p><table border="1"><thead><tr><th data-bbox="360 544 1158 566">Description</th><th data-bbox="1158 544 1377 566">Delete</th></tr></thead><tbody><tr><td data-bbox="360 607 1158 629">American Indian or Alaska Native</td><td data-bbox="1158 595 1377 629"></td></tr><tr><td data-bbox="360 651 1158 674">American Indian/Alaska Native</td><td data-bbox="1158 640 1377 674"></td></tr><tr><td data-bbox="360 723 1158 1234">African American Alaskan Athabaskans Aleutian American Indian or Alaska Native American Indian/Alaska Native Apache Asian Asian Asian Indian Black or African American Black/African American Blackfoot Cambodian Central American Cherokee Cheyenne Chickasaw Chinese Chippewa</td><td data-bbox="1158 674 1377 1234"></td></tr></tbody></table></div>	Description	Delete	American Indian or Alaska Native		American Indian/Alaska Native		African American Alaskan Athabaskans Aleutian American Indian or Alaska Native American Indian/Alaska Native Apache Asian Asian Asian Indian Black or African American Black/African American Blackfoot Cambodian Central American Cherokee Cheyenne Chickasaw Chinese Chippewa	
Description	Delete								
American Indian or Alaska Native									
American Indian/Alaska Native									
African American Alaskan Athabaskans Aleutian American Indian or Alaska Native American Indian/Alaska Native Apache Asian Asian Asian Indian Black or African American Black/African American Blackfoot Cambodian Central American Cherokee Cheyenne Chickasaw Chinese Chippewa									

Continued on next page

Self Service – Ethnic Groups, Continued

Procedures,
continued

Step	Action								
6	<p>Once selected, click the Save button.</p>  <p>Ethnic Groups</p> <p>Jane Doe</p> <p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p> <table border="1" data-bbox="359 869 1375 1070"> <thead> <tr> <th data-bbox="359 869 1157 902">Ethnic Groups</th> <th data-bbox="1157 869 1375 902"></th> </tr> <tr> <th data-bbox="359 902 1157 958">Description</th> <th data-bbox="1157 902 1375 958">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="359 958 1157 1014">American Indian or Alaska Native</td> <td data-bbox="1157 958 1375 1014"></td> </tr> <tr> <td data-bbox="359 1014 1157 1070">African American</td> <td data-bbox="1157 1014 1375 1070"></td> </tr> </tbody> </table> <p><input type="button" value="Add an Ethnic Group"/></p> <p><input type="button" value="Save"/></p> <p>Return to Tasks</p>	Ethnic Groups		Description	Delete	American Indian or Alaska Native		African American	
Ethnic Groups									
Description	Delete								
American Indian or Alaska Native									
African American									
7	<p>Once saved, the Save Confirmation screen appear. Click the OK button.</p>  <p>Ethnic Groups</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p><input type="button" value="OK"/></p>								

Continued on next page

Self Service – Ethnic Groups, Continued

Procedures,
continued

Step	Action								
8	<p>The Ethnic Groups page will re-display with the updated information. If no additional changes are needed, click Return to Tasks.</p> <div data-bbox="360 533 1367 1263" style="border: 1px solid #007bff; padding: 10px;"> <p>Ethnic Groups</p> <p>Jane Doe</p> <p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p> <table border="1" data-bbox="360 898 1367 1099"> <thead> <tr> <th data-bbox="360 898 1142 934">Ethnic Groups</th> <th data-bbox="1142 898 1367 934"></th> </tr> <tr> <th data-bbox="360 934 1142 981">Description</th> <th data-bbox="1142 934 1367 981">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 981 1142 1043">American Indian or Alaska Native</td> <td data-bbox="1142 981 1367 1043" style="text-align: center;"></td> </tr> <tr> <td data-bbox="360 1043 1142 1099">African American</td> <td data-bbox="1142 1043 1367 1099" style="text-align: center;"></td> </tr> </tbody> </table> <p data-bbox="360 1122 715 1151" style="text-align: center;"><input type="button" value="Add an Ethnic Group"/></p> <p data-bbox="360 1173 489 1202" style="text-align: center;"><input type="button" value="Save"/></p> <p data-bbox="360 1225 521 1254" style="text-align: center;"><input type="button" value="Return to Tasks"/></p> </div>	Ethnic Groups		Description	Delete	American Indian or Alaska Native		African American	
Ethnic Groups									
Description	Delete								
American Indian or Alaska Native									
African American									
