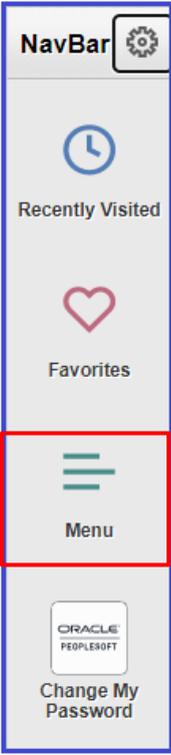


My Religion

Introduction This guide provides the procedures to add, change or update your religious preference in Direct Access (DA).

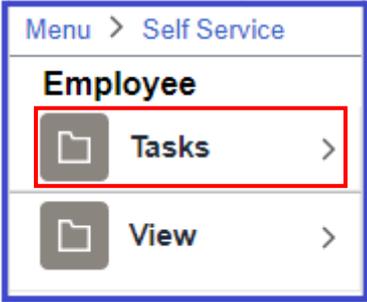
Procedures See below.

Step	Action
1	<p>Click the Compass icon in the upper right corner of Direct Access.</p> 
2	<p>Select the Menu option from the Navigation Bar.</p> 

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My Religion, Continued

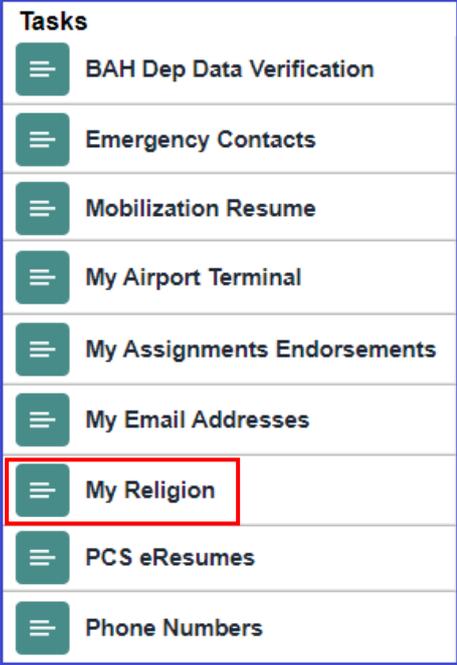
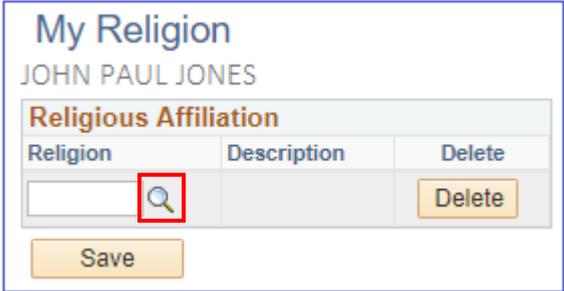
Procedures,
continued

Step	Action
3	<p>Scroll down the Menu to S and select the Self Service option.</p> 
4	<p>When Self Service opens select the Employee option.</p> <p>NOTE: You may have two Self Service folders, if you select the one without the Employee folder go back and select the other Self Service folder.</p> 
5	<p>Select the Tasks options.</p> 

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My Religion, Continued

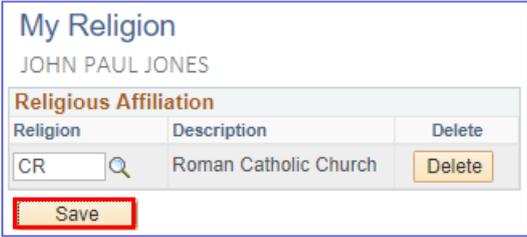
Procedures,
continued

Step	Action
6	<p>From the Tasks menu select the My Religion option.</p>  <p>The screenshot shows a list of tasks under the heading 'Tasks'. The items are: BAH Dep Data Verification, Emergency Contacts, Mobilization Resume, My Airport Terminal, My Assignments Endorsements, My Email Addresses, My Religion (highlighted with a red box), PCS eResumes, and Phone Numbers.</p>
7	<p>Use the Look Up icon to find your religion of choice.</p>  <p>The screenshot shows the 'My Religion' form for user JOHN PAUL JONES. It features a 'Religious Affiliation' section with a table containing columns for 'Religion', 'Description', and 'Delete'. A search input field with a magnifying glass icon (the 'Look Up' icon) is highlighted with a red box. Below the table is a 'Save' button.</p>

Continued on next page

Schedule a Query, Continued

Procedures,
continued

Step	Action
<p>8</p>	<p>There are 99 options from which to choose. You can either search by Religion or Description.</p> <p>NOTE: The options are not in alphabetical order but by clicking the Description header it will reorder the options into alphabetical order.</p> 
<p>9</p>	<p>Click the Save button to confirm your choice.</p> 
<p>10</p>	<p>If you wish to remove your choice, click the Delete button and return to Step 7 to pick another option.</p> 