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	Click the Compass icon in the upper right corner of Direct Access.
2	Select the Menu option from the Navigation Bar.
	NavBar
	Recently Visited
	\diamond
	Favorites
	Menu
	Change My Password

Continued on next page

My Religion, Continued

Procedures,

continued

Step	Action
3	Scroll down the Menu to S and select the Self Service option.
	S Self Service
4	When Self Service opens select the Employee option.
	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.
	Menu
	Self Service
	Employee >
	Manager >
5	Select the Tasks options.
	Menu > Self Service
	Employee
	Tasks >
	└ View >

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My Religion, Continued

Procedures,

continued

Step	Action
6	From the Tasks menu select the My Religion option.
	Tasks
	BAH Dep Data Verification
	Emergency Contacts
	Mobilization Resume
	My Airport Terminal
	My Assignments Endorsements
	My Email Addresses
	My Religion
	PCS eResumes
	Phone Numbers
7	Use the Look Up icon to find your religion of choice.
	My Religion
	JOHN PAUL JONES
	Religious Affiliation
	Religion Description Delete
	Delete
	Save

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Schedule a Query, Continued

Procedures,

continued

Step	Action
8	There are 99 options from which to choose. You can either search by Religion
	or Description .
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	NOTE: The options are not in alphabetical order but by clicking the Description
	header it will reorder the options into alphabetical order.
	Look Up Religion
	Search by: Religion v begins with
	Look Up Cancel Advanced Lookup
	Search Results
	View 100 First 🕢 1-99 of 99 🕑 Last
	Religion Description Short Description
	AC Advent Christian Church Advent Chr
	AJ Jehovah's Witnesses Jehovah's
	AN Native American Native Ame
	AS Seventh Day Adventist Seventh Da
	AV Adventist churches Adventist
	BA American Baptist Churches In t American B
	BD Baptist Churches Baptist Ch
	BE Free Will Bartist churches Free Will
	BG General Association of General General As
	RN National Rantist Convention of National R
9	Click the Save button to confirm your choice.
	My Religion
	JOHN PAUL JONES
	Religious Affiliation
	Religion Description Delete
	CR Q Roman Catholic Church Delete
	Save
10	If you wish to remove your choice, click the Delete button and return to Step 7
10	to pick another option.
	My Religion
	JOHN PAUL JONES
	Religious Affiliation
	Religion Description Delete
	CR Q Roman Catholic Church Delete
	Save