

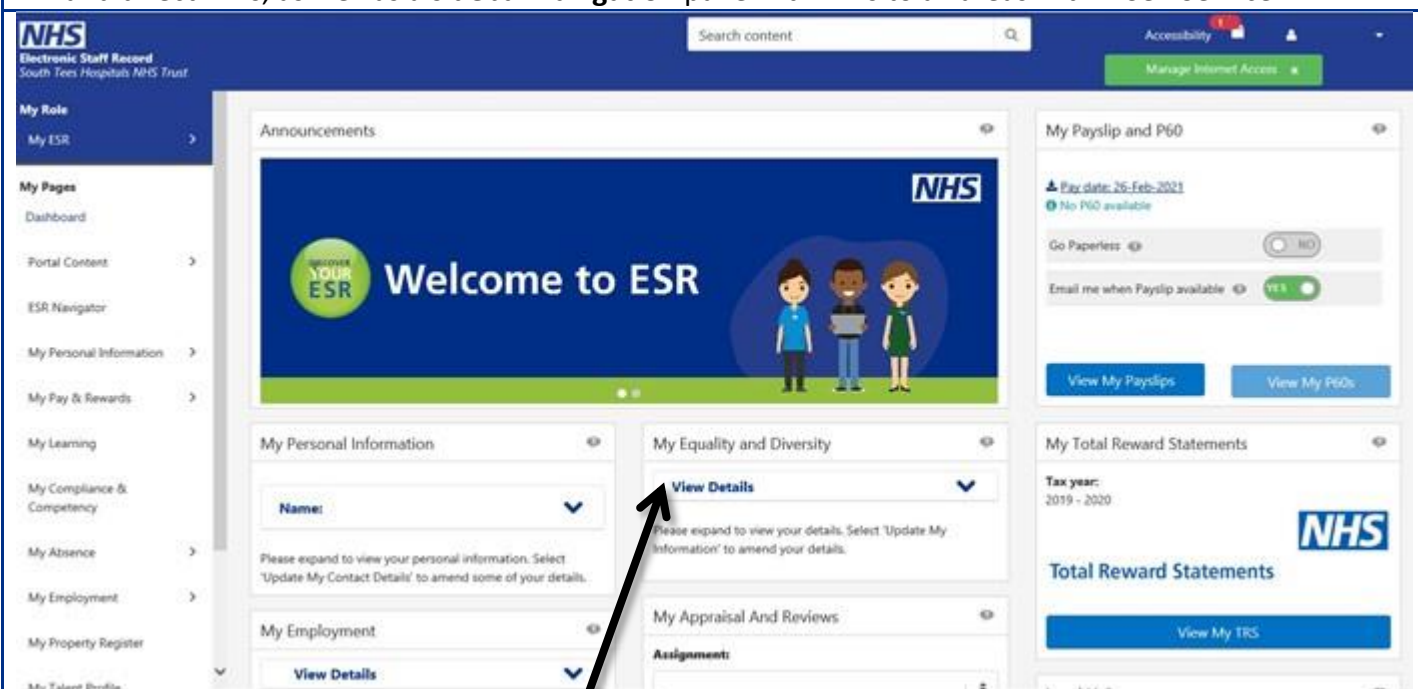
# How do I record my Equality and Diversity details in ESR?

You are able to update your equality and diversity details in ESR.

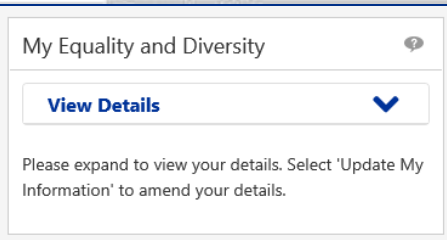
These changes **do not** require Manager **Approval** before your ESR record is updated.

This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and Employee Self Service (Limited Access) URP's.

- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service.



- To record your equality and diversity details, click the **View Details** link in the **My Equality and Diversity** portal.



- Any existing equality and diversity details will be displayed.
- To add or update the details, click the **Update My Information** button.



My Equality and Diversity

Please review and update your details if necessary. Select the 'Confirm' button when completed. To manage a change is effective from and amend the category accordingly i.e. to maintain the integrity of the history as: from and update the category as appropriate. This Portlet will display up to 5 records with a status of Active forms.

Ethnic Origin:

Country of Birth:

Sexual Orientation:

Religious Belief:

Marital Status:

Disability Details:


- Continue to complete each of the boxes by using a dropdown selection.

**NOTE: The Start Date field will default to the current day, but can be amended as required.**

- Continue to complete each of the boxes by using a dropdown selection.

**NOTE:** The **Disability Category** field is populated accordingly, but the **Add** icon can be used to record an additional disability record if required. ***Up to 5 disability records can be recorded in ESR.***

- Click the **Confirm** button to save the changes.
- A confirmation message is displayed to indicate that the changes have been successfully applied.

- Click the **Portal** icon  in the top right-hand corner of the page to return to the **My ESR Dashboard**.