

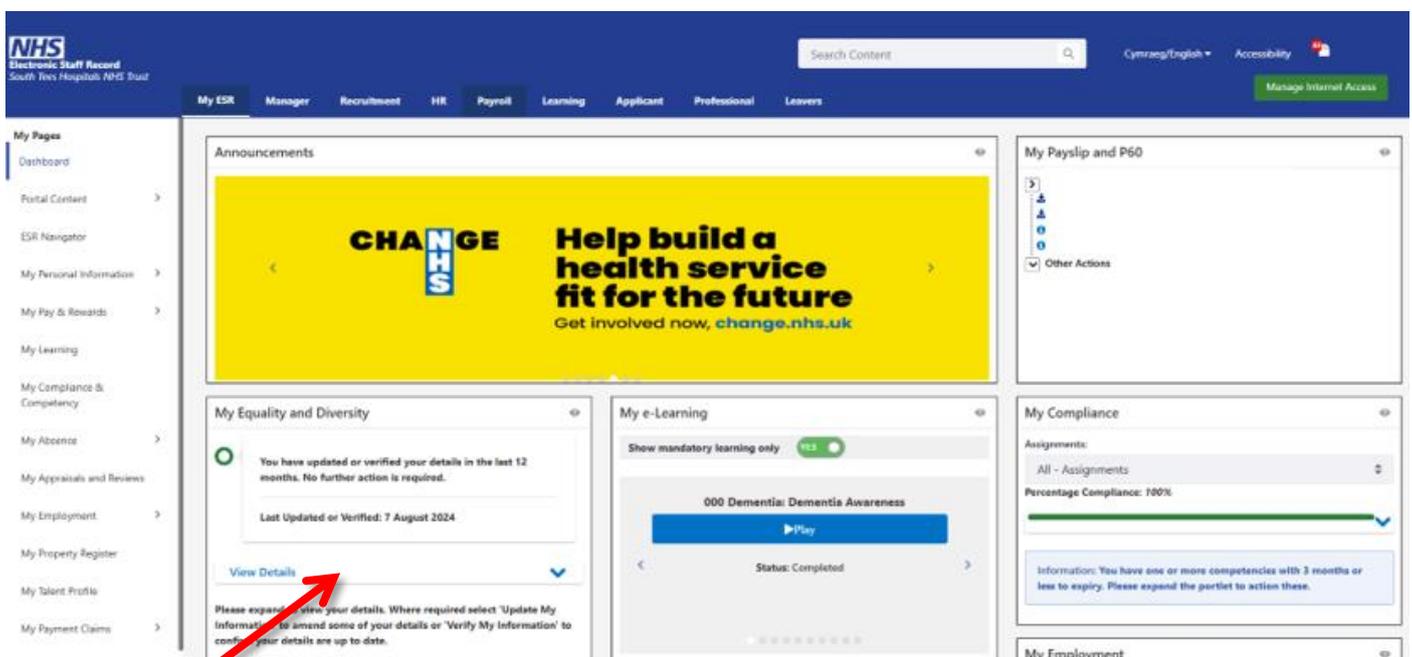
How do I record my Equality and Diversity details in ESR?

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

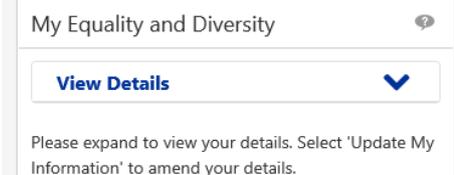
These changes **do not** require Manager **Approval** before your ESR record is updated.

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 amend your disability information in the event of any changes, please input the date your information changed in the Start Date field and update the Disability Category with the new detail. Your disability information portlet can hold up to 5 records with an Active status. To manage the record status, please navigate to the self-service forms.

Ethnic Origin:

Country of Birth:

Sexual Orientation:

Religious Belief:

Marital Status:

Disability Details: Add 

*Disability Category:

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

If you are not able to see a scrollbar to move up and down the page: place the cursor in any field visible (i.e. Ethnic Origin). Use the Tab key to move between fields and then display the Cancel and Confirm buttons.

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

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**.