## 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 you 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.

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My Equality and Dive	ersity	Continue to complete each of			
		the boxes by using a dropdown			
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the Start Date field and upo portlet can hold up to 5 rec	date the Disability Category with the new detail. Your disability information cords with an Active status. To manage the record status, please navigate to the	If you are not able to see a scrollbar to			
self-service forms.		move up and down the page: place			
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NOTE: The Start D	Date field will default to the current day, but car	n be amended as required.			
NOTE: The Disabil	lity Category field is populated accordingly, but	the <b>Add</b> icon can be used to record an			
additional disabilit	ty record if required. <i>Up to 5 disability records</i>	can be recorded in ESR.			
• Click the Conf	irm button to save the changes.				
A confirmation	n message is displayed to indicate that the char	nges have been successfully applied.			
Click the <b>Porta</b>	al icon <b>Portan</b> in the top right-hand corner of the	page to return to the <b>My ESR Dashboard</b> .			