Editing an Existing Ethnic Group Self-Identification

Step	Action
1.	Click the Personal Details tile.
	Payroll Personal Details
2.	Click the Ethnic Groups link.
	X Addresses
	Contact Details
	Name Set Ethnic Groups
	C Emergency Contacts
	Additional Information
3.	The Ethnic Group page displays.
5.	The Ethnic Group page displays.
	Currently you have one ethnic group self-identification: White. This is marked as your primary Ethnic Group.
	For this example, you will add another Ethnic Group self-identification as American Indian/Alaska native and mark this as Primary.
	Then you will edit the existing self-identification of White to change it to Hispanic/Latino.
4.	Click the Add an Ethnic Group button.
	Ethnic Groups
	+
	White > Primary



Step	Action
5.	Click the Look up Ethnic Group link.
	Ethnic Group
	*Ethnic Group Primary No
б.	Notice White and Hispanic/Latino are not available to select.
	You have already selected White. With White selected, you cannot also self-identify as Hispanic/Latino.
	The system does not permit self-identification as
	Hispanic/ Latino and White Hispanic/Latino and Black
7.	Click the AMIND object.
	Ethnic Group \diamond Description \diamond
	American Indian/Alaska Native
	ASIAN Asian or Pacific Islander
	BLACK Black/African American
8.	Click the Primary option.
	Ethnic Group Save *Ethnic Group American Indian/Alask × Q
	Primary No required and the second se
9.	Click the Save button.
	Ethnic Group Save
	*Ethnic Group American Indian/Alaska I Q Primary Yes



Step	Action
10.	The Ethnic Group page displays a confirmation message indicating that you have added an ethnic group.
	The Ethnic Group grid now displays two rowsone for American Indian/Alaska Native (marked as Primary) and one for White.
	Next you will edit the self-identification of White to change it to Hispanic/Latino.
11.	Click the White link.
	American Indian/Alaska Native
	White
12.	Click the Look up Ethnic Group button. Ethnic Group
	*Ethnic Group White × Q
	Primary No
13.	Notice, Hispanic/Latino is not available as an option.
	You cannot select Hispanic/Latino, because you have self-identified as white.
	In order to change your self-identification from White to Hispanic/Latino, you must first delete the identification as White and then add a new identification as Hispanic/Latino.
14.	Click the Cancel button.
	Cancel Lookup Search for: *Ethnic Group
	 ▶ Search Criteria ▼ Search Results
	Ethnic Group \diamond Description \diamond
15.	Click the Delete button.
	Cancel Ethnic Group Save
	Primary No
	Deleto



Step	Action
16.	Click the Yes button.
	*Ethnic Group White Q
	Are you sure you want to delete ethnic group "White"?
	Yes No
17.	Notice the Ethnic Groups page displays a confirmation message indicating that you have deleted your self-identification as White.
	Your self-identification as American Indian/Alaska native remains. It is still your primary ethnic group.
	Next you will add an additional self-identification as Hispanic/Latino. You will maintain American Indian/Alaska Native as your primary ethnic group.
18.	Click the Add an Ethnic Group button.
	Ethnic Groups
	American Indian/Alaska Native
10	
19.	Click the Look up Ethnic Group button.
	Ethnic Group
	*Ethnic Group
	Primary No
20.	Notice Hispanic/Latino is now available, because you do not have an existing self- identification as White or as Black.
	You can not self-identify as Hispanic/Latino and White or Hispanic/Latino and Black.
21.	Click the HISPA object.
	Ethnic Group \diamond Description \diamond
	ASIAN Asian or Pacific Islander
	BLACK Black/African American
	HISPA Hispanic/Latino WHITE White



Step	Action
22.	Click the Save button.
	Ethnic Group Save
	*Ethnic Group Hispanic/Latino × Q Primary No
23.	Notice the Ethnic Groups page displays a confirmation message indicating that you have added an ethnic group of Hispanic/Latino. The Ethnic Group grid now lists two ethnic groups American Indian/Alaska Native (Primary) Hispanic/Latino
	These are listed in alphabetical order.
24.	Click the My Homepage button. My Homepage David Smith Hazardous Material Tech
25.	End of Procedure.