

Updating Your Equality & Diversity Information Quick Card

This guidance will allow you to change your Equality & Diversity details in Business World. Follow these simple steps:

Navigate to **Your Employment > Personnel information**

Menu	
<div> <div>Your employment</div> <div>Forms</div> </div>	<div> <div>Start pages</div> <div> Purchasing Expenses </div> </div> <div> <div>Your employment</div> <div> Personnel information My Absence Activate your substitutes </div> </div>

Select the **'Equality & Diversity'** tab.

Personnel information

Resource	Contact information	Payment information	Employment	Personnel	Equality and Diversity
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Navigate to the **'Diversity'** section and input or update your information.

Diversity		
<div> Diversity information is treated confidentially and is not available to managers outside of central HR </div>		
Nationality <input type="text" value="British"/> ... BRITISH	Ethnicity <input type="text" value="White-Scottish"/> ... 21	Born as Gender <input type="text" value="Female"/> ... FEMALE
Transgender <input type="text" value="No"/> ... NO	Marital Status <input type="text" value="Married"/> ... MARRIED	Relationship Date Change <input type="text" value="06/08/2018"/>
Sexual Orientation <input type="text" value="Heterosexual/Straight"/> ... 4	Religion <input type="text" value="None"/> ... 7	Caring Responsibilities <input type="text" value="No"/> ... 2
Maternity <input type="text"/>		

If a field is blank, press the spacebar to access the values, click on the value you want, then press the Tab key.

If you want to change a value in a field; highlight the current value, then press the delete key on your keyboard. Now select the correct value from the pick list and press the Tab key.

To enter a date, click on the calendar and select a date, or type in DDMMYYYY format.

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Navigate to the '**Disability**' section if applicable.

To add a disability, select the Add button. To access the pick list in each field, press the spacebar. Click on the value you want then press the Tab key.

Disability

	Disability	Disability Type
<input type="checkbox"/>		

Add Delete

To delete a disability, click on the small box at the left-hand side of the row you want to delete. Now click on the Delete button.

Disability

	Disability	Disability Type
<input checked="" type="checkbox"/>	Yes	Physical Impairment

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Add Delete

Select the '**Save**' button at the bottom of the screen when you have finished updating your information.

A pop-up window will appear to confirm your changes have been **successful**. Select the '**OK**' button to close the pop-up.

