

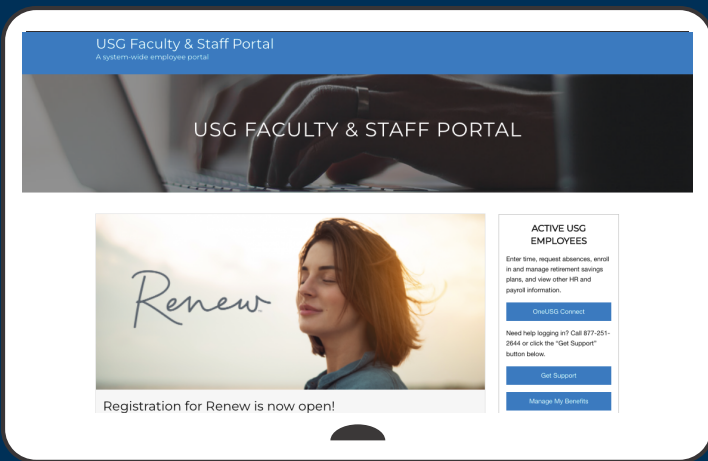
HOW TO

Self-Identify

EMPLOYEE VOLUNTARY SELF-IDENTIFICATION

Georgia Tech invites all employees to self-identify personal demographic information to help the Institute fulfill its mission and commitment to achieving a diverse and inclusive workplace. For details and FAQs, visit:

hr.gatech.edu



1

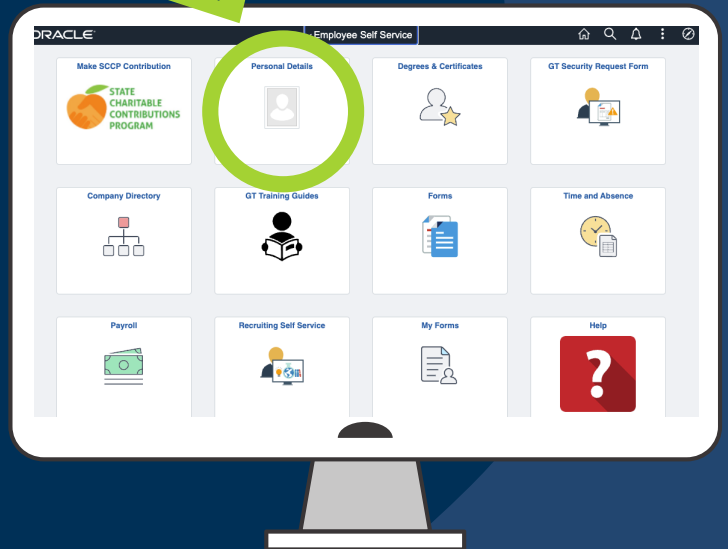
Log in to Employee Self-Service in OneUSG Connect

Go to:

oneusgconnect.usg.edu

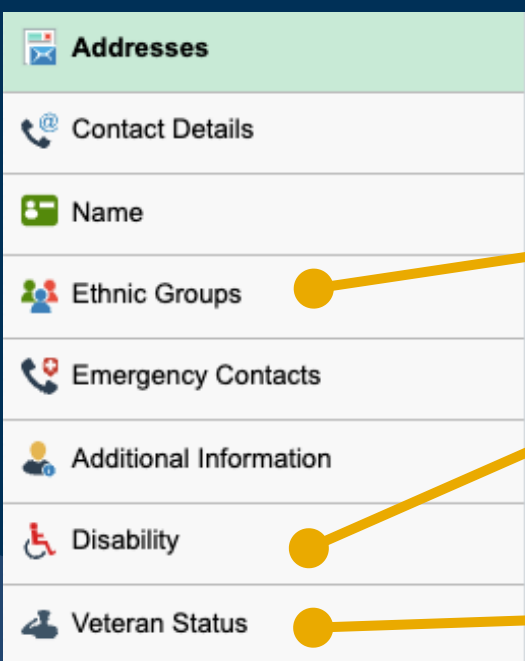
2

Click the "Personal Details" tile.



3

Self-Identify by clicking the links on the left!



"Ethnic Groups" - to update/verify race and ethnicity and then click "Save"

"Disability" - to update/verify disability status; check the box, if applicable and then click "Submit"

"Veteran Status" to update/verify veteran status; check the appropriate box, if applicable and then click "Submit"

We Value Your Privacy.

Self-identification information is not reported to managers, other employees, or at the individual level and remains confidential and not connected to individual's employment record. This information will never be used for any type of employment action towards an individual.



Human Resources