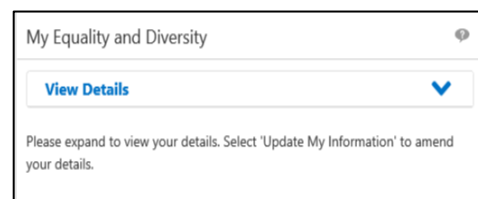


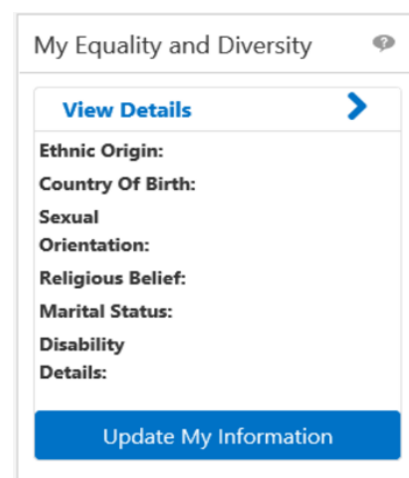
## How to update / add your Equality and Diversity Information held on ESR

From the main MyESR home screen

1. Go to the **My Equality and Diversity** information box (portlet). This portlet is collapsed by default as it contains sensitive information.



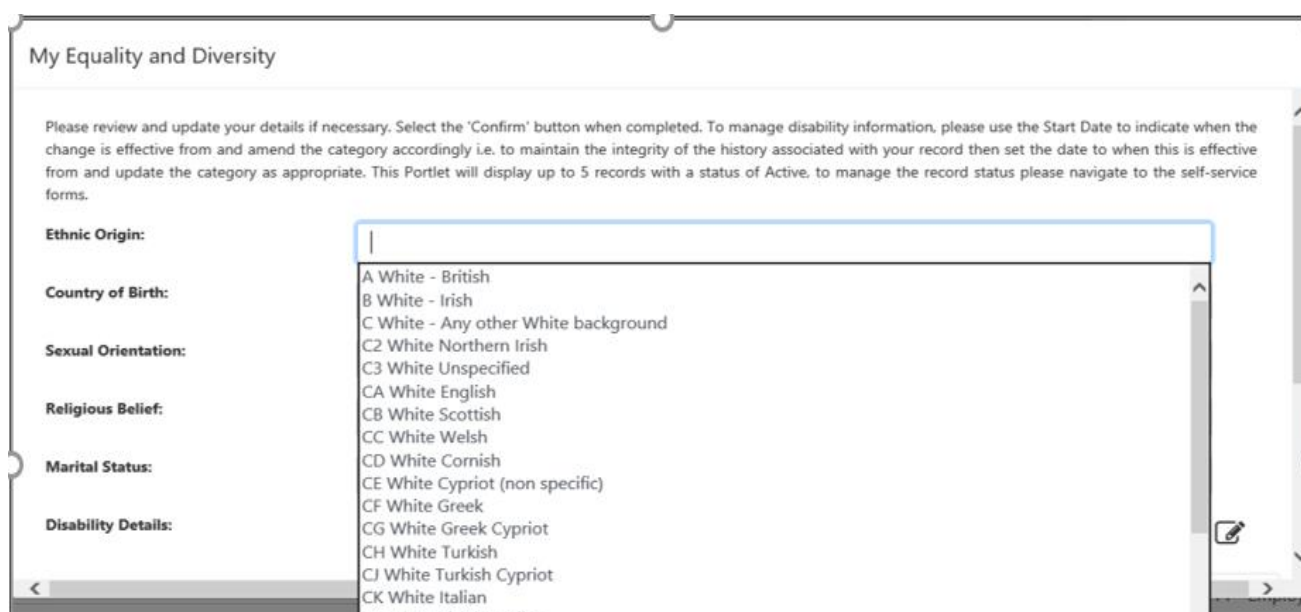
2. Click on **View Details** (any data held for you will show). You can update any of the data showing, ethnic origin, Country of birth. Sexual orientation, religious belief, marital status or disability details.



3. Click **Update My Information**.

4. Click in the field you want to change / add.

5. If you are amending data already there, highlight the data and delete it. A pop-up box will appear for you to select from.



6. Once you have completed your updates click **Confirm**

My Equality and Diversity

Religious Belief:

Marital Status:

Disability Details:

\*Disability Category:

\*Start Date:

### Adding or updating Disability details

7. You can add new disability details (up to a maximum of 5 new disability records) or amend an existing record. The start date can be amended but only to a future date. If you attempt to change the date to a date in the past the following error will be produced:



8. To add a new Disability record, click on the **Add** button

My Equality and Diversity

Please review and update your details if necessary. Select the 'Confirm' button when completed. To manage disability information, please use the Start Date to indicate when the change is effective from and amend the category accordingly i.e. to maintain the integrity of the history associated with your record then set the date to when this is effective from and update the category as appropriate. This Portlet will display up to 5 records with a status of Active, 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:

\*Disability Category:

\*Start Date:

When a new record is created, the status will default to 'Active'. Disability records recorded in ESR with a status of 'Closed' are not displayed in the portlet.

Where multiple updates have been applied to a record, the record with the latest start date will be displayed in the portlet.