Step by Step Instructions for Updating Your Personal Details in the HCM Cloud

1. **Ensure the Me icon is underscored**
2. **Click the Personal Details icon.**

3. **Update your Demographic Info including ethnicity, race, marital status, highest education level, veteran status, marital status and gender. Press Submit.**

4. Scroll down to the bottom of the page to Disability Info. Click the downward arrow.

⚠ Refreshed from PROD on 01/10/2021. No refresh currently scheduled.

TCNJ Oracle Cloud

Personal Details
Antoinette Deleon

Name ⌄

Start Date	First Name
11/02/2020	Antoinette
Last Name	**Middle Name**
Deleon	Denise

Demographic Info ⌄

Country
United States

Ethnicity
___ I am Hispanic or Latino.

Select the races you identify with.
___ American Indian or Alaska Native
___ Asian
✓ Black or African American
___ Native Hawaiian or other Pacific Islander
___ White

Marital Status

Marital Status Change Date
01/08/2020

Start Date
01/08/2020

Gender
Female

Highest Education Level
Bachelor Degree

Veteran Self-Identification Status
Not a Protected Veteran

Disabled Veteran
—

Active Duty Wartime or Campaign Badge Veterans
—

Armed Forces Service Medal Veteran
—

Recently Separated Veteran
—

Newly Separated Veteran Discharge Date

Gender (Not listed above)

Gender Identity

Gender Identity (Not listed above)

Sexual Orientation
Heterosexual or Straight

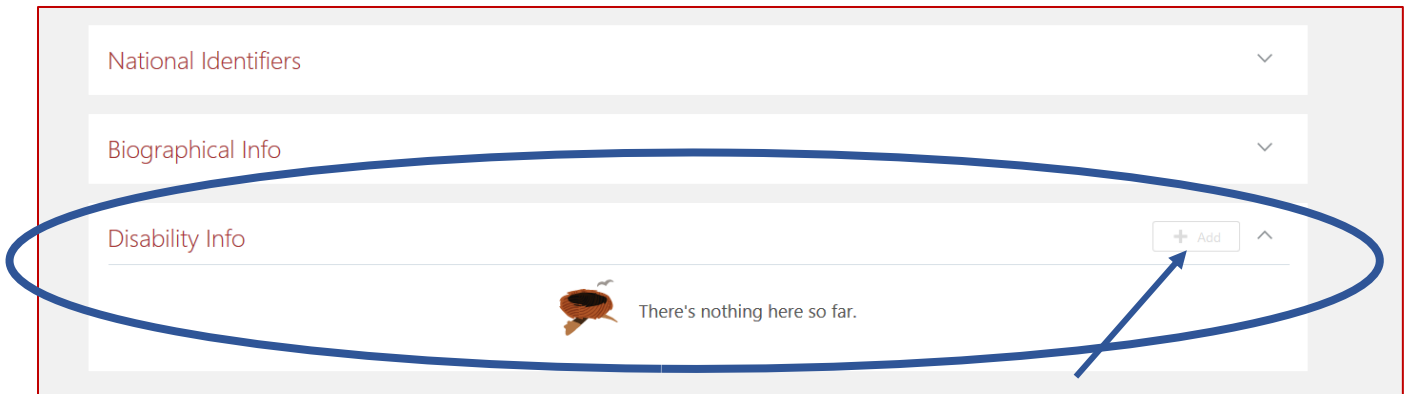**Sexual Orientation (Not listed above)**

National Identifiers ⌄

Biographical Info ⌄

Disability Info ⌄

5. **After you click the downward arrow you will be able to add a disability declaration. Click Add.**

National Identifiers

Biographical Info

Disability Info   + Add

There's nothing here so far.

6. **Select a value for Country. Click submit.**

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Disability Info   Submit   Cancel

Disability Info

*Country
Select a value

Select a value
Japan
United States
India
United Kingdom
Australia
Germany
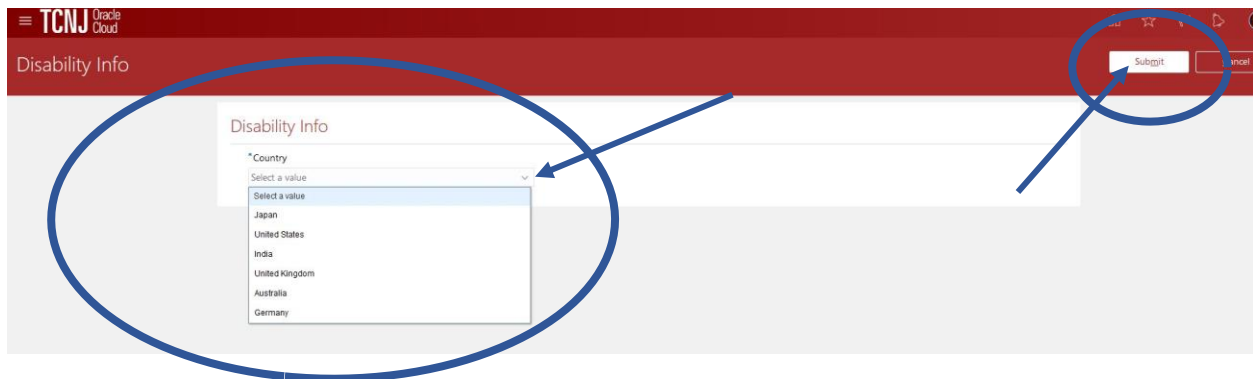
7.   Complete the Voluntary Self-Identification of Disability. Click Submit.

Below is an illustration of a Personal Details screen after Disability Info is entered.