

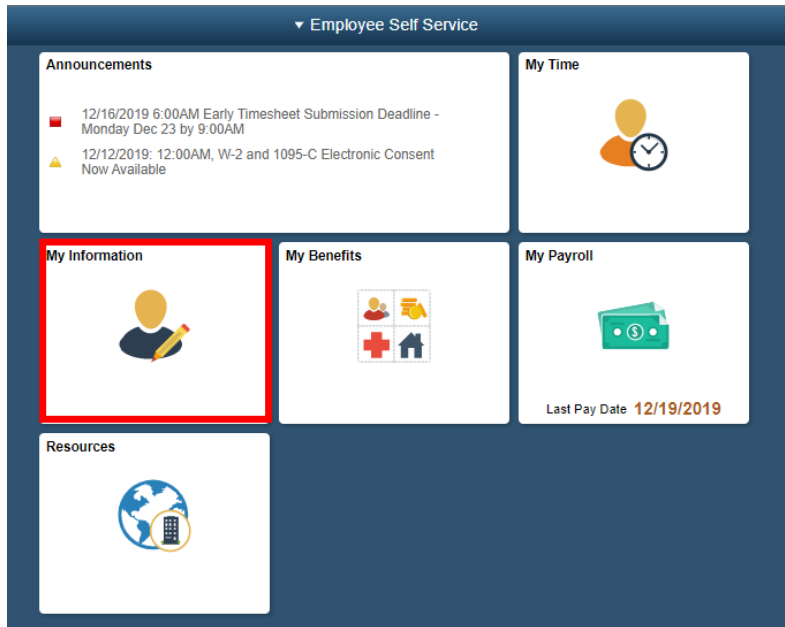


## Employee Self Service Job Aid: Updating Personal Demographic Information

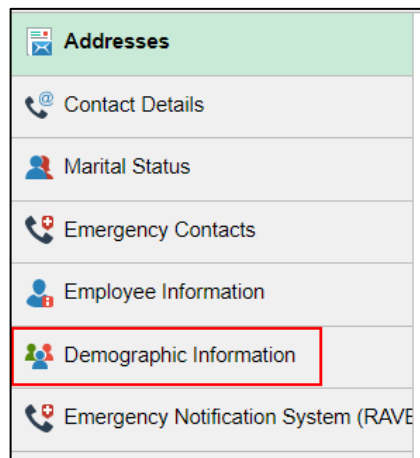


This Job Aid is designed to help employees update their personal demographic information.

1. Log in to Employee Self Service: <https://ess.wi.gov>
2. Click on the **My Information** Tile.



3. Click on **Demographic Information** within the Navigation Collection.



You will be brought to the Demographic Information Page.

4. Check the box next to the applicable value(s) in each of the following sections:
  - Racial and Ethnic Groups
  - Disability
  - Severe Disability
  - Veteran Status
  - Veteran Disability



**Demographic Information**

Empid: [REDACTED]

▼ **Racial and Ethnic Groups**

Select your racial or ethnic group and mark it as primary. You may indicate more than one race, but only one of the racial or ethnic groups may be marked as the primary.

▶ **Additional Information**

	Primary Indicator
<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/>
<input type="checkbox"/> Asian	<input type="checkbox"/>
<input type="checkbox"/> Black or African American	<input type="checkbox"/>
<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/>
<input type="checkbox"/> Native Hawaiian/Pacific Island	<input type="checkbox"/>
<input checked="" type="checkbox"/> White	<input checked="" type="checkbox"/>
<input type="checkbox"/> Not Specified	<input type="checkbox"/>

▼ **Disability**

Select your disability status.

▶ **Additional Information**

Disabled

Not Disabled / Not Indicated

▼ **Severe Disability**

Select your severe disability status.

Note: If you mark that you are severely disabled, you must also mark that you are disabled.

▶ **Additional Information**

Severe Disability

Not Severely Disabled / Not Indicated

▼ **Veteran Status**

Select your veteran status.

If you are unsure of the correct selection, click the **Additional Information** drop-down within each section.

5. Click **Submit** at the bottom of the page when you are finished.