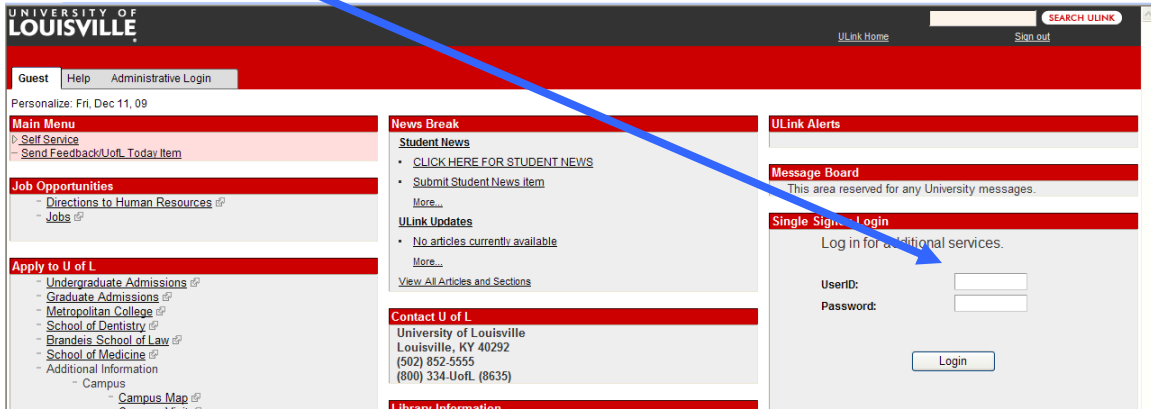
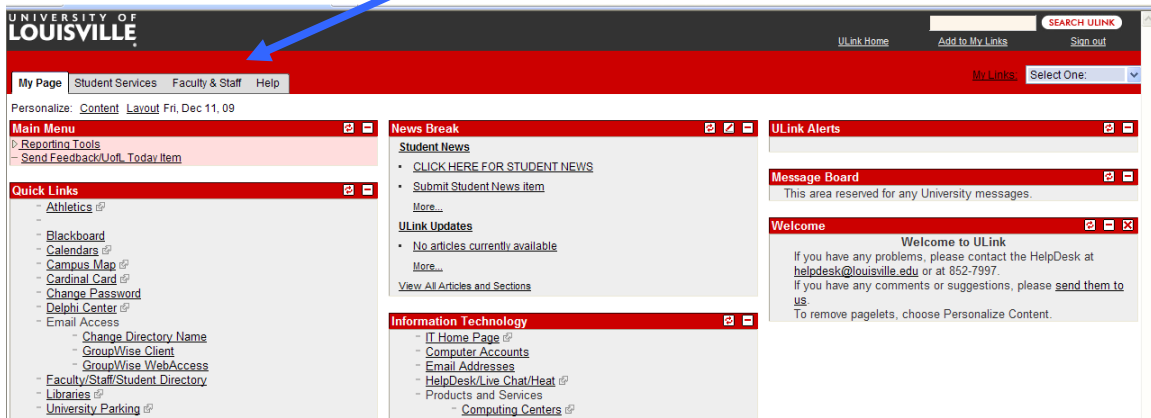


INSTRUCTIONS FOR VERIFYING RACE/ETHNICITY THROUGH ULINK

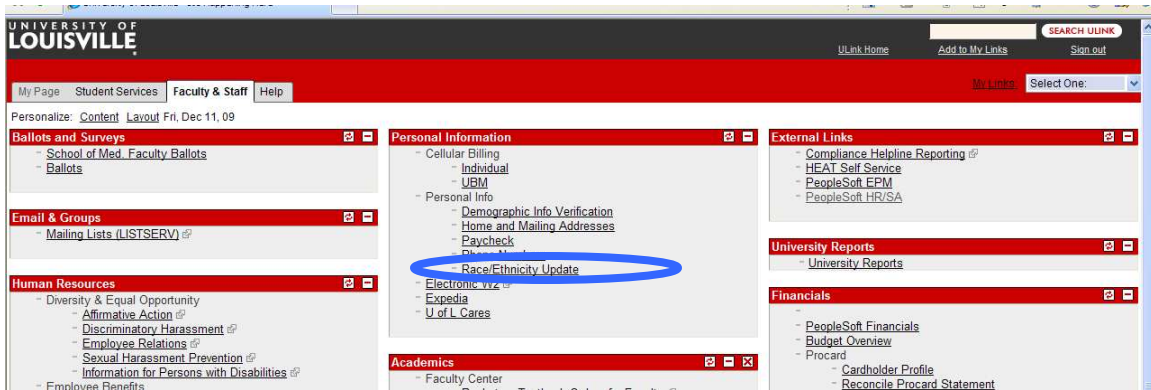
1. Log into ULINK.



2. Click on the "Faculty & Staff" tab.



3. Click on the "Race/Ethnicity Update" link.



4. The screen is pre-populated with data which currently exist in PeopleSoft. Review the data presented. You may check and un-check boxes as appropriate.

Ethnicity

There are certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, students are invited to voluntarily self identify their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

Yes, I am Hispanic or Latino

No, I am not Hispanic or Latino

2) What is your race? Select one or more. [Explain](#)

Data previously reported are presented below. Please verify/update your race by checking or unchecking the boxes.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

The information is correct as entered.

SUBMIT

5. Once your data are verified, you **must check** the box next to the statement “The information is correct as entered” and then click the “Submit” button to have your responses saved in PeopleSoft. **Failure to click the “Submit” button will result in your changes being discarded.**

Ethnicity

There are certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, students are invited to voluntarily self identify their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

Yes, I am Hispanic or Latino

No, I am not Hispanic or Latino

2) What is your race? Select one or more. [Explain](#)

Data previously reported are presented below. Please verify/update your race by checking or unchecking the boxes.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

The information is correct as entered.

SUBMIT

6. Once the confirmation screen appears, sign out of ULINK by clicking the “Sign out” link in the top right corner of the screen.



Thank you for verifying your race/ethnicity data. 😊