

Good evening, Exempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart

APPS

Personal Info - Update Education Level

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

BlueSky Help

Good evening, Exempt Staff!

1/6
Click 'Me'

Me Procurement Tools Others

QUICK ACTIONS










- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart

APPS

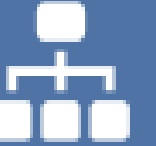








Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

BlueSky Help

QUICK ACTIONS

-  Personal Details
-  Document Records
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Public Info
-  Change Photo
-  Employment Info

APPS

 Directory	 Onboarding	 Checklist Tasks
 Pay	 Time and Absences	 Career and Performance
 Personal Information	 Learning	 Benefits

2/6 x
Click 'Personal Information'



Exempt Staff

3/6 ×
Click 'Personal Details'



Personal Details

Details about yourself, such as name, date of birth, marital status, and national identifier.



Document Records

Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.



Identification Info

View and edit your passport, driver license, visa, and citizenship info.



Contact Info

Add or update ways you can be reached, such as phone, email, and address.



Family and Emergency Contacts



Employment Info

a HR Central Specialist. Please note this update won't occur until the HR Central Specialist verifies and approves the transaction. Make sure to **bring your updated Social Security card** (not a copy) at your in-person appointment.

If you have questions about what other documents you may bring to change your name, contact HRCentral at HRCentral@depaul.edu, or 312-362-7505.

Demographic Info

Country

United States

Ethnicity

I am Hispanic or Latino.

If you are not Hispanic or Latino, which of these races are you?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Marital Status Change Date

Start Date
9/22/2020

Gender

Highest Education Level

Veteran Self-Identification Status

Disabled Veteran

Active Duty Wartime or Campaign Badge Veterans

Armed Forces Service Medal Veteran

Recently Separated Veteran

Newly Separated Veteran Discharge Date

4/6

Click the 'Edit' button



- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Gender

If you do not wish to report gender or Ethnicity, click on the down arrow and then Edit within biographical info and check the box "I do not wish to self-identify Gender" and "I do not wish to self-identify Ethnicity".

5/6 x
Select your 'Highest Education Level'

Highest Education Level

Select a value 

Veteran Self-Identification Status



Disabled Veteran

Active Duty Wartime or Campaign Badge Veterans

Armed Forces Service Medal Veteran

Recently Separated Veteran

If you have questions about what other documents you may bring to change your name, contact HRCentral at HRCentral@depaul.edu, or 312-362-7505.

Demographic Info

Submit

Cancel

Country

United States

Ethnicity

I am Hispanic or Latino.

If you are not Hispanic or Latino, which of these races are you?

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Gender

If you do not wish to report gender or Ethnicity, click on the down arrow and then Edit within biographical info and check the box "I do not wish to self-identify gender" or "I do not wish to self-identify Ethnicity" respectively.

6/6

Click 'Submit' to save changes and 'Cancel' to discard.

BlueSky Help

If you have questions about what other documents you may bring to change your name, contact HRCentral at HRCentral@depaul.edu, or 312-362-7505.

Demographic Info

Submit

Cancel

Country

United States

Ethnicity

I am

If you are

Amer

Asia

Black or African American

Native Hawaiian or other Pacific Islander

White

Gender

If you do not wish to report gender or Ethnicity, click on the down arrow and then Edit within biographical info and check the box "I do not wish to self-identify gender" or "I do not wish to self-identify Ethnicity" respectively.

Congratulations! You have successfully completed the walkthrough on updating your **Education Level**.

If you want to view the walkthrough again, click '**Self-Help**' and '**Update Education Level**'.

BlueSky Help