## Putting the Pieces Together
This guide will walk employees through the process of self-identifying their race/ethnicity within Infor HR. Employees are asked to complete this information during the pre-hire process, but may need to update the information if it was not provided at that time.

This guide outlines how to:
- Log in to Infor HR - [pg. 2](#)
- Update Ethnicity Information - [pg. 4](#)

## Which Outcome to Expect
Upon completion of this process, employees will be able to update their self-reported race/ethnicity within Infor HR.

## Navigating the Process
Need to update other aspects of your employee profile?

- *Change Personal Information (Employee)*
- *Submit a Name Change (Employee)*

To locate these guides, [check out the Infor HR Resource Center](#).

## Who To Contact
Please contact HR Connect at [Connect_HumanResources@dpsk12.org](mailto:Connect_HumanResources@dpsk12.org) or (720-423-3900) if you have any questions.
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click Visit (a) under the Employee Space section to access Infor HR.

3) Using your district credentials, enter your User Name and Password (a), then click the blue arrow (b) to log in.
ACTION:
Update ethnicity information

1) Verify that you are in Employee Space (a) by checking the top left corner of the screen. Click My Profile (b).

2) From the Employee Profile, locate the personal information section and select Ethnicity Details.
Please Note

- When indicating your race, you may select more than one option.

3) Using the checkbox, indicate if you consider yourself to be of **Hispanic or Latino Origin (a)**. Click in the box to expand the list and select any of the following groups which describe your **Race(s) (b)**. When finished, click **Save (c)**.

4) A message will briefly appear at the top of the screen indicating your updates were saved.

**Which Outcome to Expect**

- Your profile is immediately updated and should now reflect your selections from Step 3 above.