

Step Action

- 1 Navigate to **www.https://hr.umb.edu/hr-direct**.
- 2 Select the "Log in to HR Direct Button".
- 3 Enter your user id and password.



You will need to use your UMass Boston email and password.



Step	Action
	You should now see the Employee Self-Service screen. If your home screen is set to Manager Self-
	Service, click the down arrow next to Manager Self-Service and change to Employee Self-Service.
4	Select the "Personal Details" tile.





Step	Action
5	Select the "Sex/Gender Identity/Pronouns" tile.

Addresses	Contact Details	Emergency Contacts
	<i>C</i> a	C
Updated 03/21/2023		2 Contacts
Sex/Gender Identity/Pronouns	Disability	Veteran Status
A	É	
Updated 10/08/2024	Not Submitted	Updated 01/27/2023



Step	Action
	Click the arrow in the upper right portion of the screen to add/change your Sex, Gender Identity, or
6	Pronoun.

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Step	Action
7	You will now see the screen to add/update the fields for "Sex," "Pronoun," and "Gender Identity."

Cancel	Sex/Gender Identity/Pronouns Save		
Sex/Gender Identity/Pronouns			
Updates made to Sex designation on this page may impact insurance benefits. Please visit this webpage for more information. HR Direct Identity Information			
Region	United States		
*Sex	Male 🗸 🕤		
Pronoun	He/Him Q ()		
Gender Identity	Cisgender (non-trans) man Q 0		



Step	Action
	Select the drop down arrow next to Sex and/or the magnifying glass next to Pronoun or Gender Identity
	for a list of available options (see below). Once you have selected the correct value, hit "Save" in the
8	upper right corner. Your entry has now been saved in HR Direct Self-Service.

Sex Available Options

Cancel	Sex/Gender Identity/Pronouns	Save
Sex/Gender Identity/Pronouns		
Updates made to Sex designation on this page may impact insurance benefits. Please visit this webpage for more information. HR Direct Identity Information Region United States		
*Sex	Male V 🕄	
Pronoun	Female Q 1	
Gender Identity	Unknown X n-trans) man Q 1	



Pronouns Available Options

Cancel		
Search for: Pronoun		
> Search Criteria		
✓ Search Results		
		23 rows
Pronoun ↑↓	Description ᡝ	
AN	Any Pronoun	
DI	Choose not to disclose	
НА	He/Any (He/Him or any pronoun)	
нн	He/Him	
HS	He/She (He/Him & She/Her)	
HT	He/They (He/Him & They/Them)	
НХ	He/Xe (He/Him & Xe/Xem)	
HZ	He/Ze (He/Him & Ze/Zir)	
NA	Name Only	
SA	She/Any(She/Her or any pronou)	
SS	She/Her	
ST	She/They (She/Her & They/Them)	
SX	She/Xe (She/Her & Xe/Xem)	
SZ	She/Ze (She/Her & Ze/Zir)	
ТА	They/Any(They/Them or any prn)	
ТН	They/Them	
TT	They/Xe (They/Them & Xe/Xem)	
TZ	They/Ze (They/Them & Ze/Zir)	
ХА	Xe/Any (Xe/Xem or any pronoun)	
XE	Xe/Ze (Xe/Xem & Ze/Zir)	



Gender Identity Available Options

Cancel	Lookup	
Search for: Gender Identity		
> Search Criteria		
✓ Search Results		
	10 rows	
Gender Identity ↑↓	Description 1	
AG	Agender	
СМ	Cisgender (non-trans) man	
cw	Cisgender (non-trans) woman	
DG	Demigender	
GF	Genderfluid	
GQ	Genderqueer	
NB	Nonbinary	
QU	Questioning	
TF	Trans woman	
тм	Trans man	