Training Guide
Self-Service Add/Change Sex/Gender Identity/Pronoun

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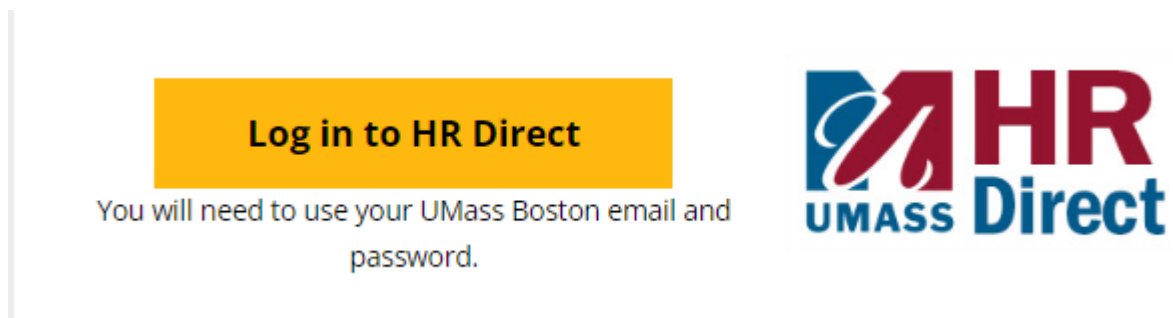
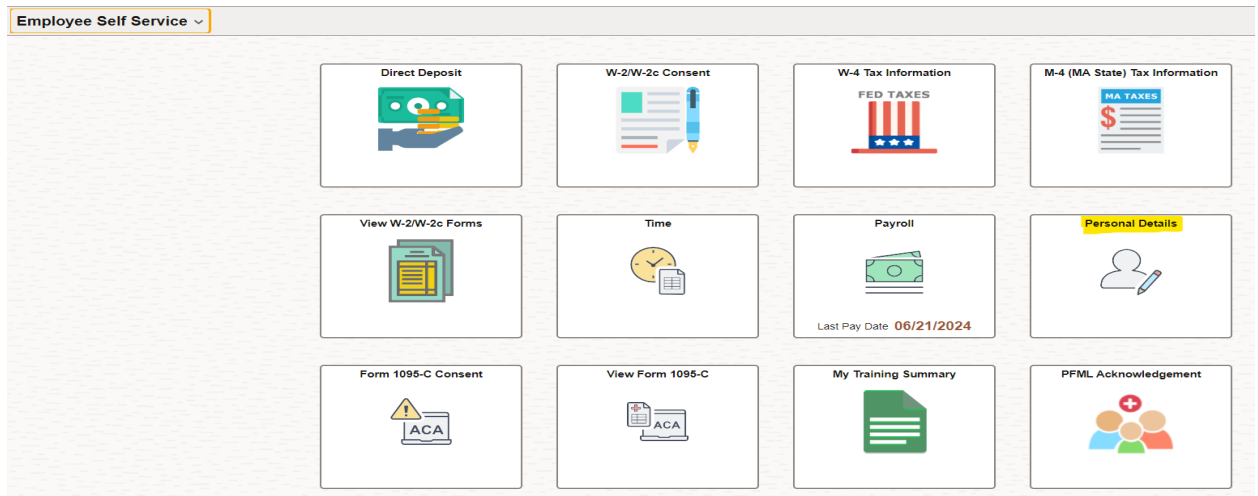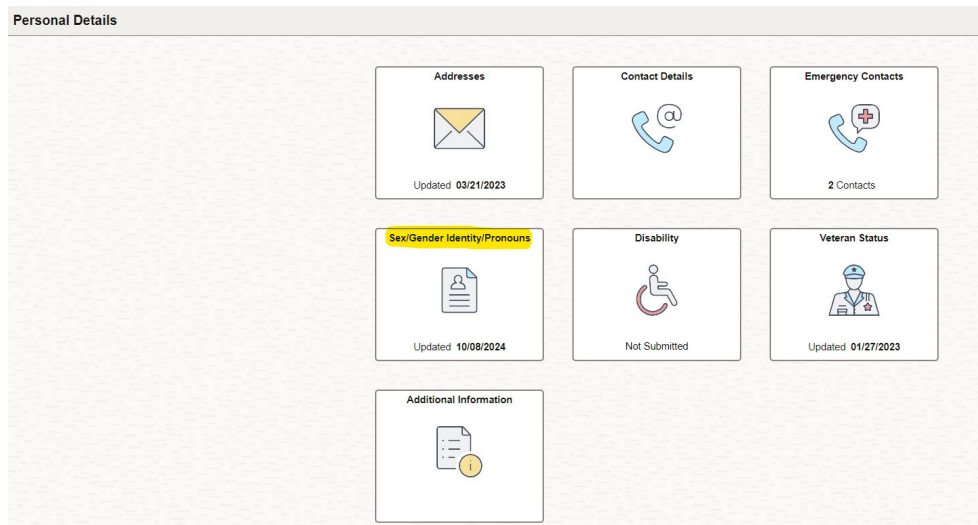| Step	Action
	You should now see the Employee Self-Service screen. If your home screen is set to Manager Self-Service, click the down arrow next to Manager Self-Service and change to Employee Self-Service.
4	Select the "**Personal Details**" tile.

Training Guide
Self-Service Add/Change Sex/Gender Identity/Pronoun

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

Training Guide
Self-Service Add/Change Sex/Gender Identity/Pronoun

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

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

![UMASS HR Direct logo]

Training Guide
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Step	Action
8	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 upper right corner. Your entry has now been saved in HR Direct Self-Service.

Sex Available Options

Training Guide
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Pronouns Available Options

Cancel	Lookup	
Search for: Pronoun		
> Search Criteria		
∨ Search Results		

23 rows

Pronoun ⇅	Description ⇅
AN	Any Pronoun
DI	Choose not to disclose
HA	He/Any (He/Him or any pronoun)
HH	He/Him
HS	He/She (He/Him & She/Her)
HT	He/They (He/Him & They/Them)
HX	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)
TA	They/Any(They/Them or any prn)
TH	They/Them
TT	They/Xe (They/Them & Xe/Xem)
TZ	They/Ze (They/Them & Ze/Zir)
XA	Xe/Any (Xe/Xem or any pronoun)
XE	Xe/Ze (Xe/Xem & Ze/Zir)

Training Guide
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<u>Gender Identity Available Options</u>

Cancel	Lookup	
Search for: Gender Identity		
> **Search Criteria**		
∨ **Search Results**		

10 rows

Gender Identity ↑↓	Description ↑↓
AG	Agender
CM	Cisgender (non-trans) man
CW	Cisgender (non-trans) woman
DG	Demigender
GF	Genderfluid
GQ	Genderqueer
NB	Nonbinary
QU	Questioning
TF	Trans woman
TM	Trans man