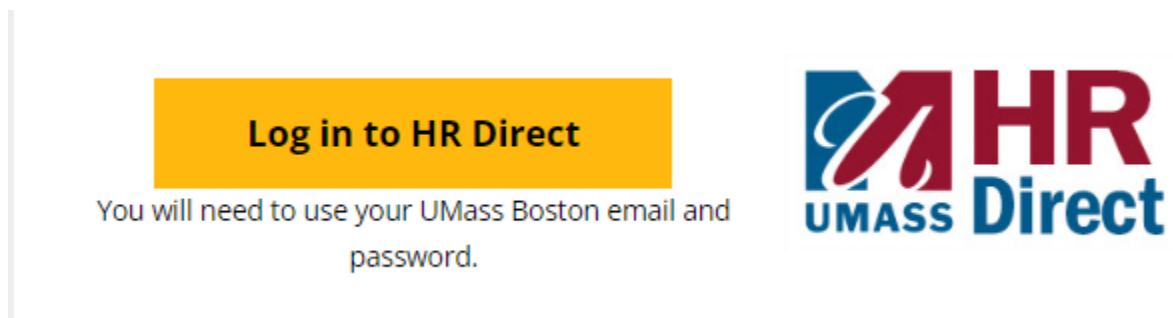




Training Guide

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.

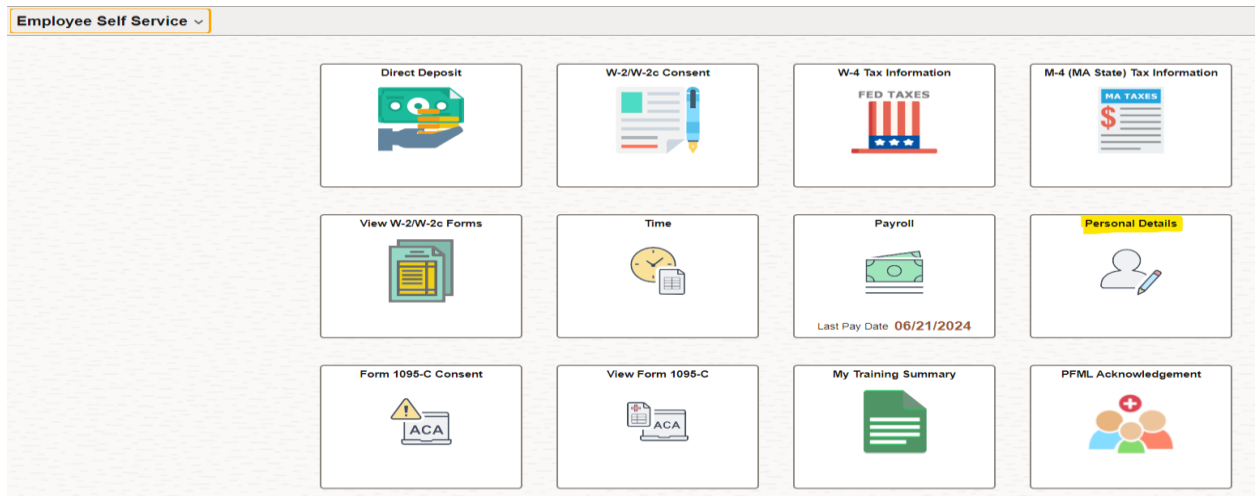


Step	Action
4	You should now see the Employee Self-Service screen. If your home screen is set to Manager Self-Service, click the down arrow next to Manager Self-Service and change to Employee Self-Service. Select the " Personal Details " tile.

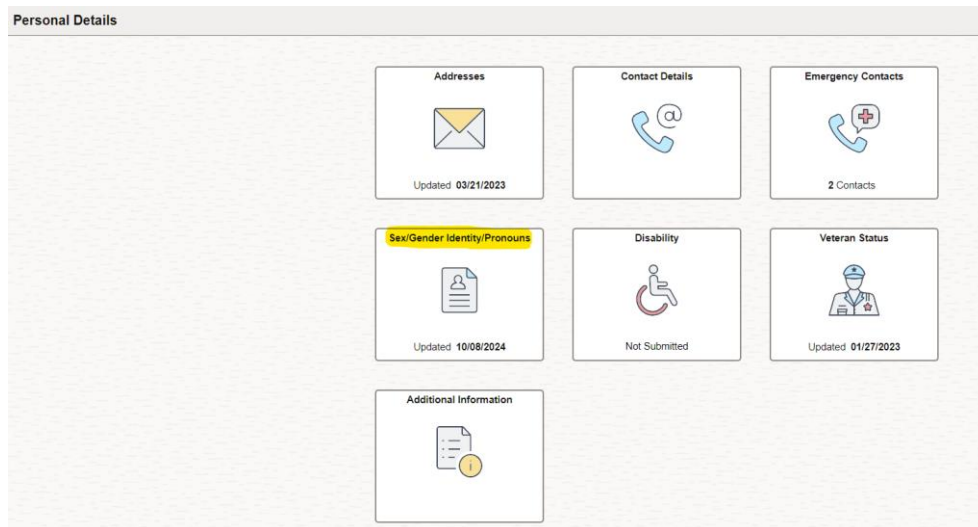


Training Guide

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.”

Sex/Gender Identity/Pronouns

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

Pronoun

Gender Identity



Training Guide

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

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

[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 ⓘ

Pronoun ⓘ

Gender Identity ⓘ

X



Training Guide

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

Pronouns Available Options

Cancel		Lookup
Search for: Pronoun		
> Search Criteria		
v Search Results		
<input type="checkbox"/> <input type="checkbox"/>		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 pronoun)	
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 Self-Service Add/Change Sex/Gender Identity/Pronoun

Gender Identity Available Options

Cancel		Lookup	
Search for: Gender Identity			
> Search Criteria			
v 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	