

Personal Details – Ethnic Groups

Employees can update their Ethnicity information through Self-Service. To update your ethnicity selection, navigate through the Portal to the Ethnic Groups page as outlined below.

NOTE: Providing Ethnicity information is voluntary.

Update Ethnic Groups

1. Navigate to your Portal.
 - MyUW System portal at <https://my.wisconsin.edu/> for all campuses except UW Madison
 - MyUW Madison portal at <https://my.wisc.edu/> for UW Madison employees
2. Click the **Personal Information** Tile.
3. Click the **Update My Personal Information** hyperlink, found near the bottom of the screen.
4. Select Ethnic Groups on the left sidebar.
5. Click the Pencil icon, to edit the information.
6. Select the appropriate radio button for question 1.
7. Select the appropriate checkbox for question 2.
8. Click **Save**.