Ensure that your demographic information is correct in the portal

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Employees are encouraged to update their demographics within their employee portal. This information includes ethnic group, disability and veteran status. It is voluntary to provide demographic information to the University of Colorado, but encouraged. By providing this information, employees can help the university identify underrepresented populations and fulfill the federal requirement to report employee demographic data on an annual basis.

Here’s how to update it:

1. Log into your campus portal.
2. Open the center dropdown menu and select My Info and Pay.
3. Click on the My Info tile.

On the left hand navigational bar within the tile, you can update information you would like to provide by selecting Ethnic Groups, Disability and Veteran Status.

Click here for a visual guide to navigating the portal.

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