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It’s all about you: New website resource makes it easy to update personal information [1]



November 13, 2024 by Employee Services [2]

A new Employee Services website resource is all about you. The Update your name and demographics webpage [3] provides clear directions to update your legal name, preferred first name, gender identity, disability status and more. Most changes can be made directly in the employee portal.

While it’s voluntary, providing your demographic information allows the University of Colorado to better reflect who you are. This also helps CU to better serve its workforce — documenting this information allows the university to accurately identify underrepresented populations and produce accurate demographic statistics for federal reporting requirements.

Let’s look at information you can update:

Legal name

- Find details on needed documents and how to update your legal name through campus and CU System HR offices.

Preferred first name

- Get instructions on how to update your preferred first name in the employee portal and where it will be displayed.
- Learn how each CU campus has incorporated preferred first name into campus systems and software.

Legal sex

- HCM and portal software now offers three sex designations – Female (F), Male (M) and U/X (U), which represents “unspecified or another gender identity.”
- See what documents are needed and how to update your legal sex with campus and CU System HR offices.
- Find guidance to update legal sex in federal and state government documents.

Gender identity

- See instructions to select your gender identity from 12 options in the employee portal.
- Oracle PeopleSoft, CU's HR software vendor, recently made gender identity features available to customers worldwide. CU made these features available on Nov. 8.

Ethnicity

- See instructions on how to select your ethnicity in the employee portal.
- This information is used by CU to comply with governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations.

Disability

- Find instructions on how to update your disability status in the employee portal.
- Providing these details helps to measure how well CU delivers equal opportunities to qualified people with disabilities.

Veteran status

- Find instructions on how to update your veteran status in the employee portal.
- CU is required to submit reports to the U.S. Department of Labor identifying the number of employees who belong to each specified protected veteran category.

Get started

Visit the Update your name and demographics webpage [3] for full details and instructions to update your information.

Preferred Name [4]
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