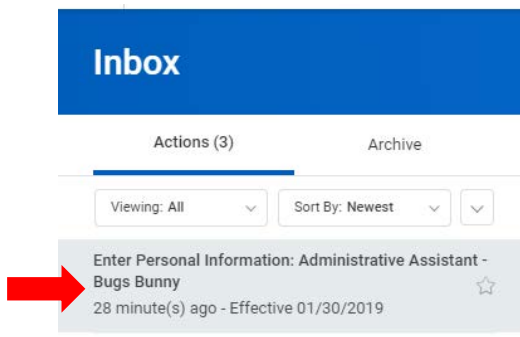


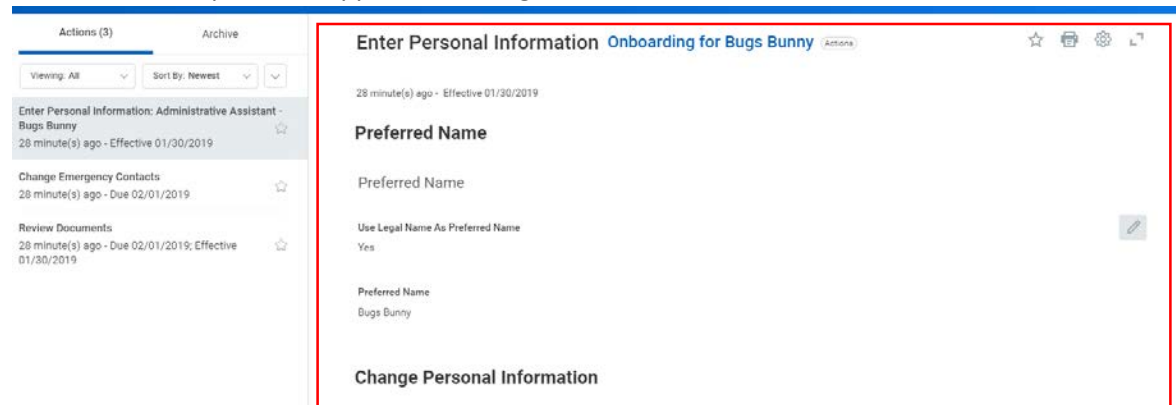


Onboarding Personal Information – Job Aid


- 1) Click on **Inbox** icon or card
- 2) Click “Enter Personal Information” task




- 3) The form to complete will appear on the right-hand side of the screen



- 4) In the first section you will be asked to submit information such as your gender, date of birth, marital status, and ethnicity.
 - o To enter data under each category:

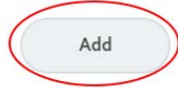
- Click **Edit**  (pencil) icon to make changes .
- Select or enter information in data fields.

- Click check mark  (top right of section being edited) to capture changes
- Be sure to enter data in ALL fields with a **RED** asterisk *

5) You may also enter Military Service

- Click Add button

Military Service



- A drop down of Military Service options will appear
 - Make appropriate selection and provide required data (ex. Release date)
- 6) Once all correct information is showing on your profile, Click **Submit** button at the bottom of the screen.

