Visit MyBUWorks through computer desktop or mobile device. Instructions can be found here: <u>http://www.bu.edu/tech/support/mybuworks/</u>.

From the MyBUWorks landing screen you will see tiles for actions to which you have access. For example, the 'My Paystubs' tile and the 'My Leave Requests' tile can be used to view employee paystubs and place/manage time-off requests respectively. In this list you should also see the 'Self-Identification' tile.

8 BU Home ∨							
MyBUworks Help Sourcing & Procurement							
My Paystubs View my paystubs	My Leave Requests	My Benefits Display benefit plans	Concur Book Travel & Expen	BUworks Central Portal	BU Benefits Center		
<u></u> ≜	+	දිනු	≈,	1	¢		
My Community Testing Category Updated 07/12/2020	Self-Identification						
لا 🔏	<u>8</u> ≝						
Click for more info							

## Clicking on the 'Self-Identification' tile will bring you to the following screen:

A < ⋒ BU	Self-Identification $\checkmark$		Q 🗒
Boston University			🖫 Save
Employee Name:		Ethnicity: Completed Race: Completed	
Visit Equal Opportunity Office for more information.		Veteran Status: Completed Disability Status: Completed	
ETHNICITY / RACE VETERAN STATUS DISABILITY STATUS			
Self Identify Ethnicity and Race			
Not Hispanic/Latino	$\checkmark$		
Race - select all that apply:   American Indian or Alaskan Native   Asian			
Black or African American			🖫 SAVE

The top menu will list the employee's name and BUID on the left and the status of each data point on the right. This page will scroll down for the employee to see all available options in the category. Clicking

on each heading (where the arrow points) will allow the employee to navigate between categories. Clicking the 'Save' button will save the employee's selections. When all categories have been complete, the upper right hand corner of the menu will display 'Completed' for each section, as it does in the above screen shot. You can now exit the application.