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

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.
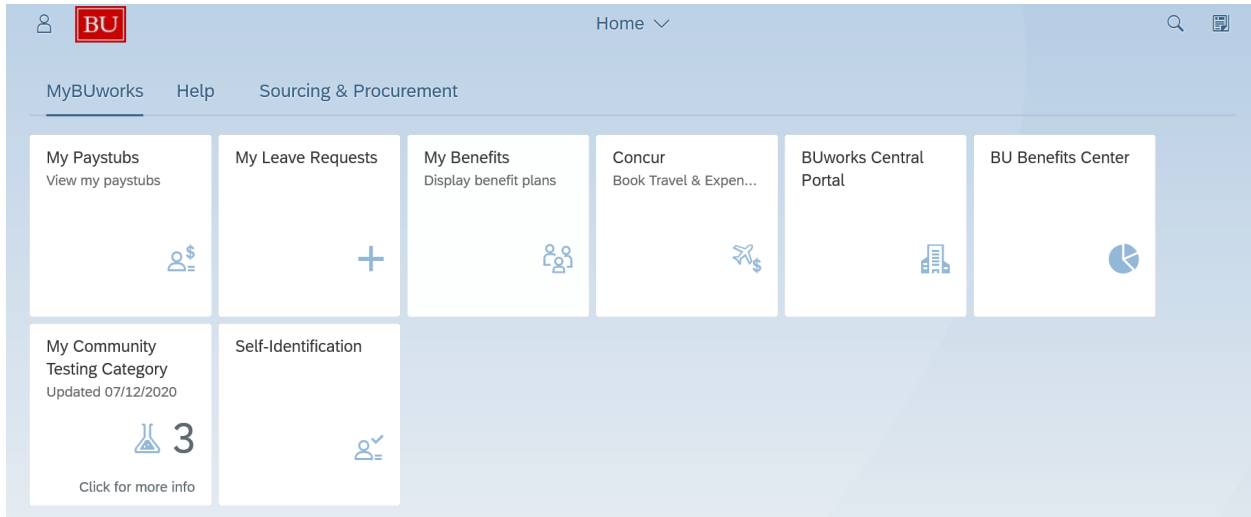


Clicking on the 'Self-Identification' tile will bring you to the following screen:
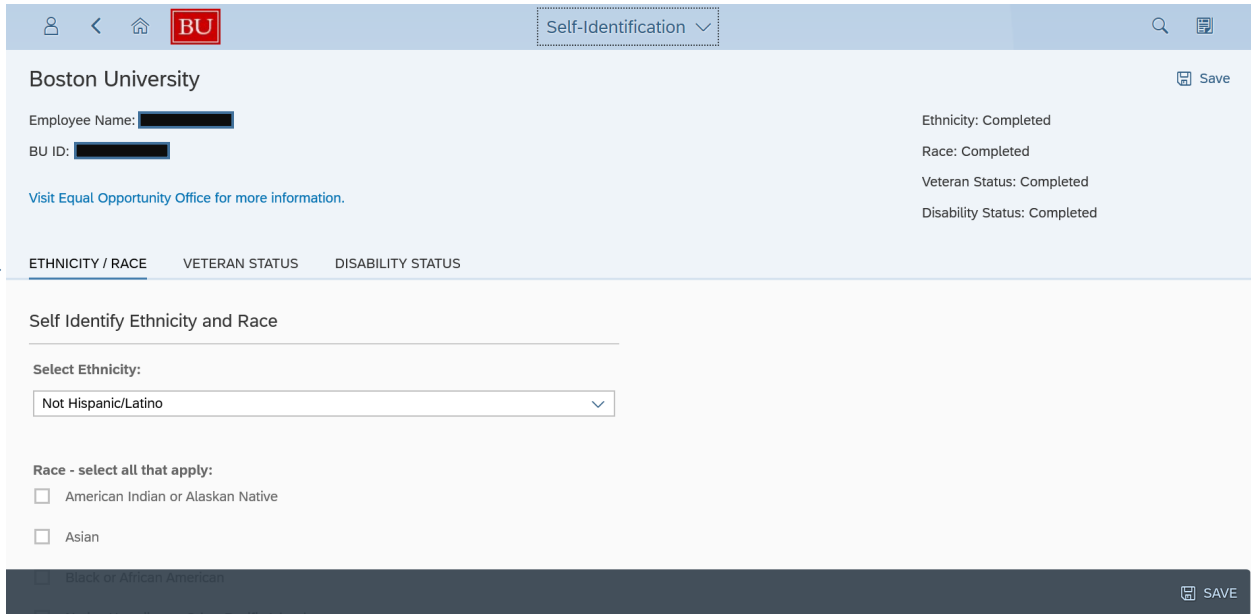


The top menu will list the employee's name and BUID on the left and the status of each data point on the right. This page will scroll down for the employee to see all available options in the category. Clicking

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.