MANAGE PERSONAL INFORMATION

REVIEW YOUR PERSONAL INFORMATION

From the **Home** page:

1. Click on the **Personal Information** application.
2. Click on **Personal Information** under the Change section.
3. Your current Gender, Date of Birth, Age, Marital Status, Race/Ethnicity, Citizenship Status, Nationality, Disability, and Military Status will display in a **Change My Personal Information** page.

CHANGE YOUR PERSONAL INFORMATION

From the **Change My Personal Information** page: If you are editing existing

Marital Status

| ✕ Married (United States of America) | ☰ |

Marital Status Date

12 / 01 / 2016 📅

information:

1. Click on the **Edit** icon next to the information that needs to be changed.
2. Use the **Prompt** icon or type to indicate your changes.
3. Some information sections may require you to use the **Calendar** icon or type to indicate dates.
4. Click on the **Check** icon at the top right of that information block for the system to accept your changes.

If you are adding new information:

Military Status ＊

| ✕ 4 - Other Protected Veterans (United States of America) | ☰ |

Military Discharge Date

04 / 15 / 1995 📅

5. If you are adding new information instead of changing existing information, then click the **Add** button.
6. Use the **Prompt** icon or type to indicate your information.

7. Some information sections may require you to use the **Calendar** icon or type to indicate dates.
8. Click on the **Check** icon at the top right of that information block for the system

to accept your changes.

If you are removing existing information:

9. If you are removing information, click the **X (Delete)** button next to the information block that you wish to remove.

10. Once all information has been changed, feel free to type any comments in the comment box at the bottom of the page.

11. Click **Submit**.
12. Click **Done.**