

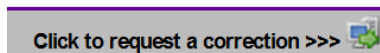
## Voluntary Self-Identification of Demographic Information

### INSTRUCTIONS to Access and Verify your Demographic Information

1. Log on to the ECU Pirate Port site: <https://pirateport.ecu.edu/portal/>. Log in by entering your PirateID and Passphrase in the upper right corner and click the “Log In” button. (NOTE: Pop-ups must be allowed in your browser.)
2. Click on “tools” tab at top of screen (see screen snip below).



3. In the “Human Resources” menu (right side of screen), click on “Employee Profile” link.
4. Review your “Demographic Information”.
5. To identify or update your **sex**, select the “Click to request a correction” icon (upper right side of “Basic Information” bar; see screen snip below) to update or correct your sex.



- a. Make any updates to your sex. Click the “Cancel” button (bottom of screen) if no changes on this form are needed. Click the “Submit to Admin” button if you made changes on this form.  
**NOTE: Please know that any changes you make will not immediately appear on your Employee Profile screen.**
6. To identify or update your **race, ethnicity, disability, and/or veteran classification**, click on the appropriate link as shown below (see screen snips).  
**NOTE: Please know that any changes you make, as outlined in the steps that follow, will not immediately appear on your Employee Profile screen.**

[Voluntary Self-Identification of Race/Ethnicity](#)

[Voluntary Self-Identification of Disability](#)

[Voluntary Self-Identification of Veteran Classification](#)

- a. Click on the race/ethnicity “Voluntary Self-Identification” link to review the information and self-identify your ethnicity and race(s).
  - b. After complete, click the “Continue” button. This will take you to the “Personal Information” screen. You will make no changes on the “Personal Information” screen. Exit from this screen by clicking the “X” in the top right corner of that window to close that browser window. This returns you to the Basic Information Employee Profile screen.
  - c. Continue by clicking on the disability and veteran “Voluntary Self-Identification” links to self-identify your disability and veteran information. After complete, click the “Submit” button. Click “X” to close the browser window, and that returns you to the Basic Information Employee Profile screen. Then choose the next self-identification link (until you have viewed all).
7. If complete and after you confirm no other changes are needed, click the “Welcome” button in upper right corner of ECU Pirate Port screen and select “Sign Out”.