# Guide to updating your Diversity data in Core HR

# 1. Login

Navigate to the **CorePortal login page** using the link below: <u>https://hrportal.mis.gla.ac.uk/pls/coreportal\_live/cp\_por\_public\_main\_page.display\_login\_page</u>

Enter your **GUID** in the username field > enter your **password** in the password field > press **enter** or select **Sign In**:



**NOTE:** If you are a line manager you will see your team when you log in - to navigate to Employee Dashboard click on CoreHR icon and choose Employee Dashboard.



### 2. Employee View

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Your home / profile page will appear detailing basic information.

# 3. Update Personal Details - My Details button

#### Select the My Profile button:



# 4. Diversity Details

From the **Employee Detail** menu on the left of the screen > select **Diversity** > then update any relevant details from the fields shown. There are two tabs-**Background** and **Disability**. Please ensure that you check and update the information on both.

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**NOTE:** Some drop-down lists have more than one 'page' of options.

The Save button is at the bottom of the screen if you scroll down.

### Updating qualifications is done from this screen

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