

Steps to update your equality data

Step 1

Log into self service via <https://selfservice.leeds.ac.uk/>.

Step 2

From the home page, select the 'Personal Information' option.



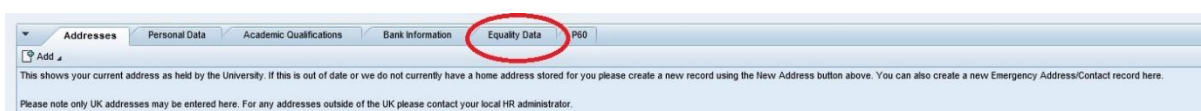
Step 3

From the 'Personal Information' section, select the 'Personal Profile' option.



Step 4

From your 'Personal Profile', select the 'Equality Data' tab.



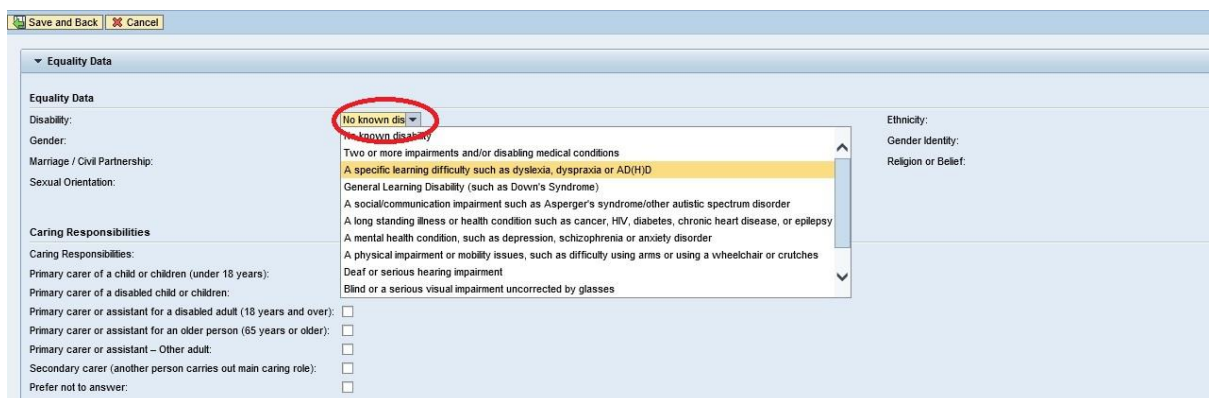
Step 5

From the 'Equality Data' tab, select the pencil/edit icon on the right hand side of the screen.



Step 6

You should now be able to view your current equality data. For any fields which are not complete or which are incorrect, click on the drop down box to reveal the full list of options. Update your information by clicking on the correct option.



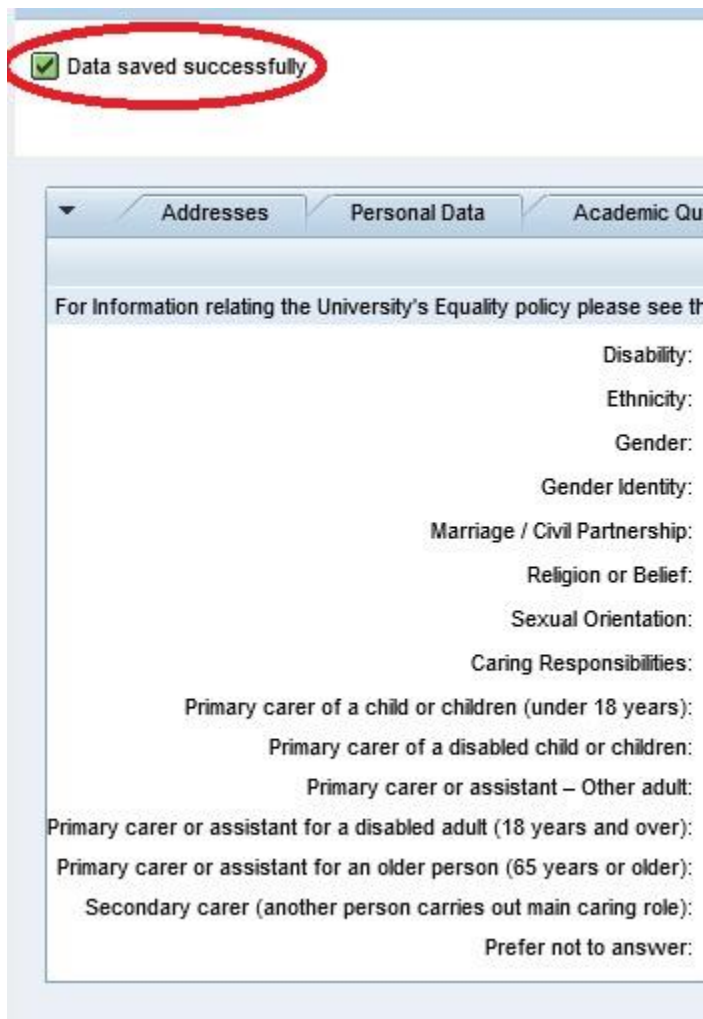
Step 7

Once you have updated all fields, save your information by clicking on the 'Save and Back' option in the top left corner.



Step 8

A confirmation message will appear in the top left corner to show your changes have been saved.



Data saved successfully

Addresses Personal Data Academic Qu

For Information relating the University's Equality policy please see th

Disability:
Ethnicity:
Gender:
Gender Identity:
Marriage / Civil Partnership:
Religion or Belief:
Sexual Orientation:
Caring Responsibilities:
Primary carer of a child or children (under 18 years):
Primary carer of a disabled child or children:
Primary carer or assistant – Other adult:
Primary carer or assistant for a disabled adult (18 years and over):
Primary carer or assistant for an older person (65 years or older):
Secondary carer (another person carries out main caring role):
Prefer not to answer: