

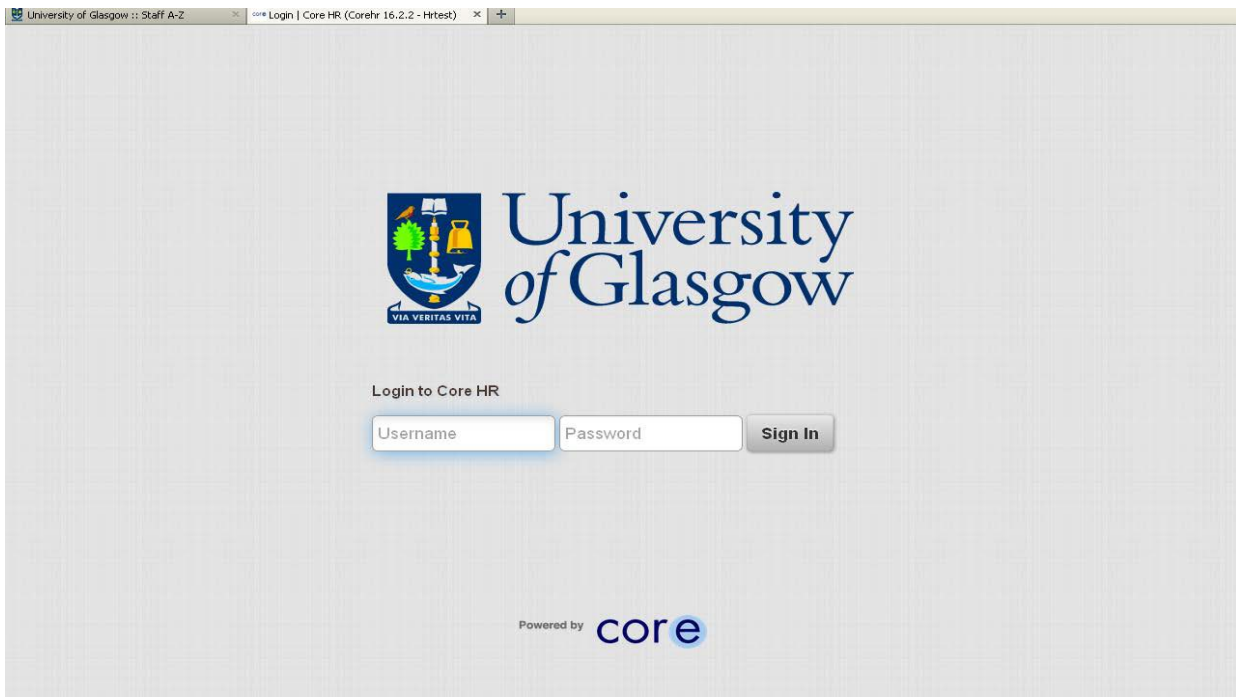
# Guide to updating your Diversity data in Core HR

## 1. Login

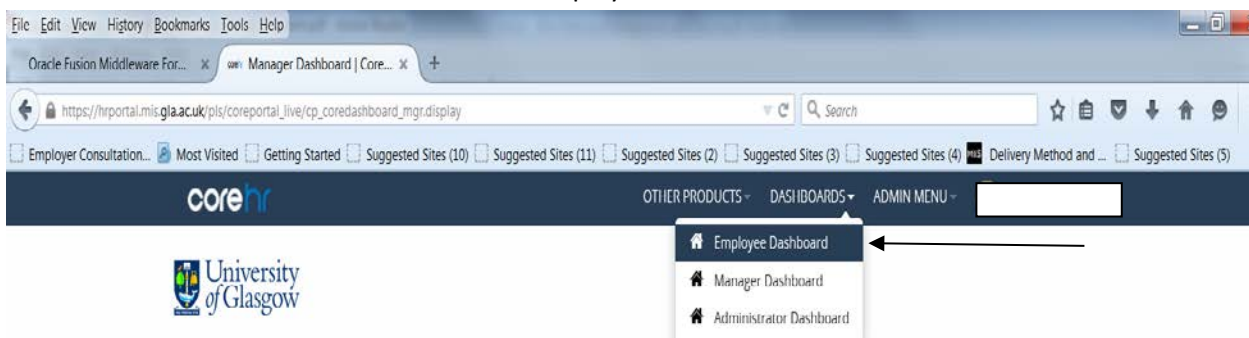
Navigate to the **CorePortal login page** using the link below:

[https://hrportal.mis.gla.ac.uk/pls/coreportal\\_live/cp\\_por\\_public\\_main\\_page.display\\_login\\_page](https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page)

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

Your home / profile page will appear detailing basic information.

The screenshot shows the Oracle Fusion Middleware Employee Dashboard for the University of Glasgow. The page features a navigation bar with 'OTHER PRODUCTS', 'DASHBOARDS', and 'ADMIN MENU'. The main content area includes a header with the University of Glasgow logo and a search bar. Below the header, there is a section for 'Employee name, photo and Job Title' and a 'Profile Completeness' indicator showing 100%. The dashboard is divided into several sections: 'My Requests' (listing Adoption Leave Scheme A, Annual Leave, and another Annual Leave request), 'My Balances' (showing 3.50 days of Annual Leave), 'Important Dates' (listing Pay Day on Jul 31 and Time Off on Oct 20), and 'Service Details' (showing Continuous Length of Service and Continuous Service Start Date). A sidebar on the left contains icons for 'My Profile', 'My Pay', 'Expenses', 'My Time', and 'Documents'.

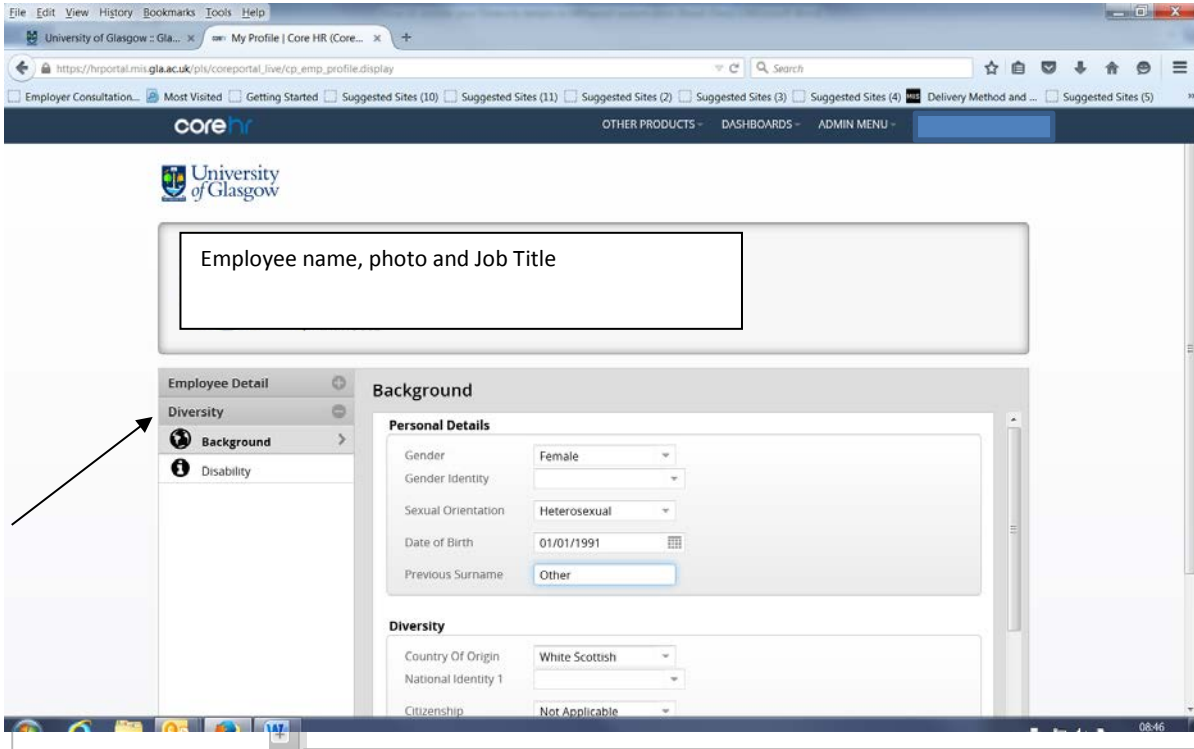
## 3. Update Personal Details – My Details button

Select the **My Profile** button:

This screenshot is identical to the one above, but with a black arrow pointing to the 'My Profile' button in the top right corner of the dashboard header. The button is labeled 'My Profile' and is located next to the 'Profile Completeness' indicator.

## 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.



**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**

