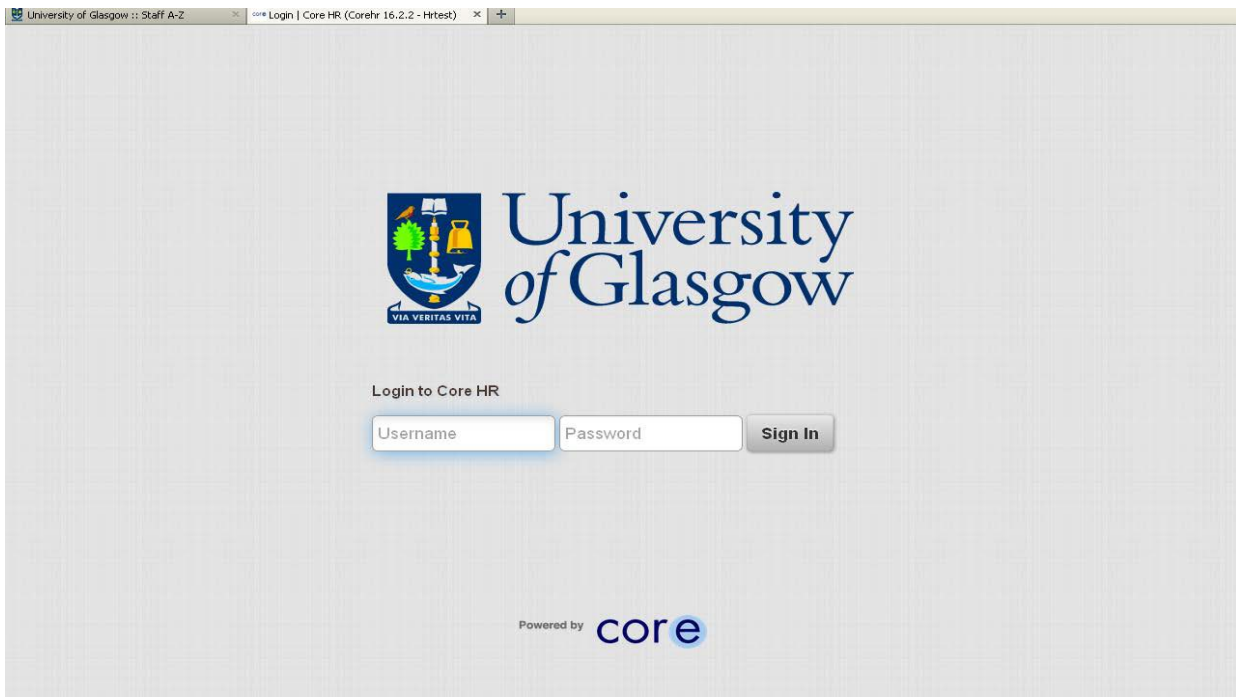# Guide to updating your Diversity data in Core HR

1. Login
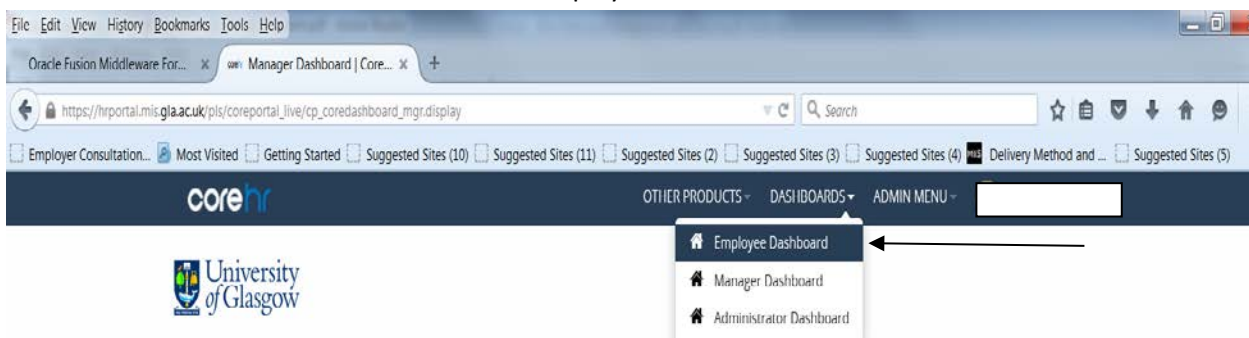
Navigate to the **CorePortal login page** using the link below:

https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page

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.

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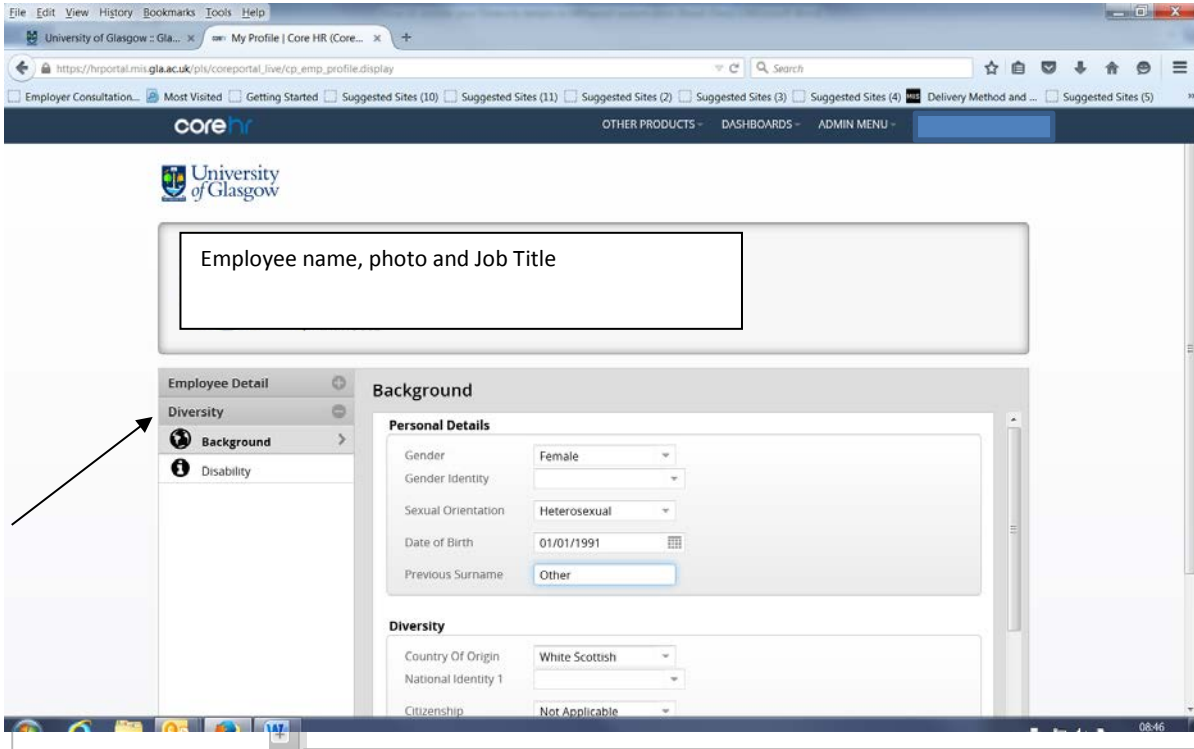
NOTE: Some drop-down lists have more than one 'page' of options.

The **Save** button **i**s at the bottom of the screen if you scroll down.

Updating qualifications is done from this screen