

Introduction to self-identification

University of Wisconsin–Madison is required to collect and report demographic information (sex, race, ethnicity, disability, and veteran status) about applicants and employees to comply with federal Equal Employment Opportunity and Affirmative Action laws and regulations. This information will be used for summary reporting purposes and to support institutional Affirmative Action efforts. Your information is confidential and will not be kept in your employment files or records. Submission of this information is voluntary. You will not be subject to any adverse impact if or how you choose to report your demographic information.

You can self-report your ethnicity, race, veteran status, and disability in the MyUW self-service portal or using a paper form at any time. If you want to update your sex information, please contact your [local human resources office](#).

Please note that identifying yourself as an individual with disabilities does not automatically start a disability accommodation request. Nor is self-identifying as an individual with disabilities a prerequisite for disability accommodation. To make a disability accommodation request, contact your [divisional disability representative \(DDR\)](#).

Page 2 provides step-by-step instructions on how to self-identify in MyUW.

If you choose to use a paper form, you can download one from [here](#). You only need to fill out the first three pages. You can also ask one from your [local human resources office](#). After finishing the paper form, please submit it to 21 N. Park Street, Suite 5101, Madison, WI 53715.

The self-identification form in MyUW and the paper form have the same questions and options. Pages 3 and 4 list all options of ethnicity, race, disability, and veteran status currently in use and their definitions.

For more information, visit go.wisc.edu/self-id.

If you need further assistance on self-identification, you may call the Office of Affirmative Action Planning and Programming at 608-262-2012 or email affirmativeaction@cdo.wisc.edu.

How to self-identify in MyUW

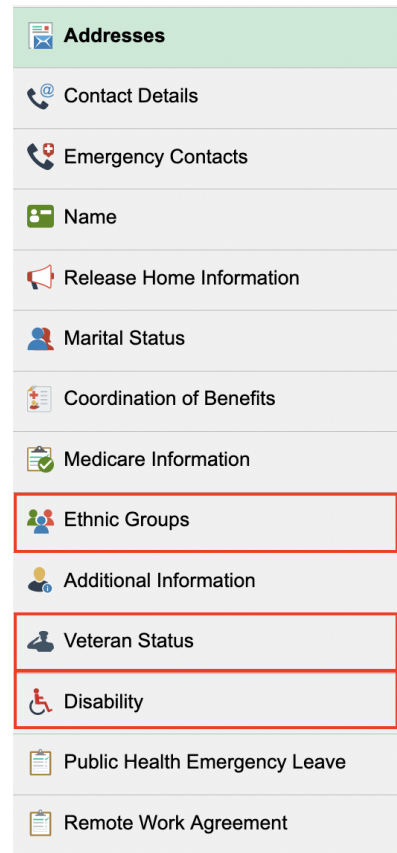
This section provides step-by-step instructions for how to update your ethnicity, race, disability, and veteran status in the MyUW self-service portal.

Step 1: Log in to [Personal Information in MyUW](#)

- You can also reach this page from the main login page of [MyUW](#). Launch the “Personal Information” application and then click “Update My Personal Information.”

Step 2: Review the personal information in the “Ethnic Groups,” “Veteran Status,” and “Disability” tabs on your “Personal Details” page (see picture on the right).

- You can update your race/ethnicity, veteran status, and disability status, respectively, in those three tabs if your record is incomplete or incorrect.
- In the “Ethnic Groups” tab, you can select more than one race category.
- You must click the “Submit” or “Save” button at the bottom of the page if you want to make changes to your status.



Options and definitions

This section lists all options of ethnicity, race, disability, and veteran status currently in use and their definitions.

Ethnicity: This question asks if you self-identify as “Hispanic or Latino.” The federal government considers “Hispanic or Latino” a national origin (ethnicity) category, not a race category. The two options in MyUW and on the paper form, in order, are:

- Yes
- No

“Hispanic or Latino” is defined as:

- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race: This question asks about your racial identity. You can choose more than one category. The five categories listed in MyUW, in order, are:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

The five categories listed in the paper form, in order, are:

- Black or African American
- Asian
- American Indian or Alaska Native
- White
- Native Hawaiian or other Pacific Islander

These are federal race categories. Each race category is defined as:

- American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or (other) Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Disability: This question asks if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an

impairment or medical condition. The three options in MyUW and on the paper form, in order, are:

- Yes, I Have A Disability, Or Have A History/Record Of Having A Disability.
- No, I Don't Have A Disability, Or A History/Record Of Having A Disability.
- I Don't Wish To Answer.

The disability self-identification form includes a list of disabilities for reference. These disabilities are: Autism; Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS; Blind or low vision; Cancer; Cardiovascular or heart disease; Celiac disease; Cerebral palsy; Deaf or hard of hearing; Depression or anxiety; Diabetes; Epilepsy; Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome; Intellectual disability; Missing limbs or partially missing limbs; Nervous system condition, for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS); Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression. Note that this is not a complete list of disabilities. You will not be asked to disclose a specific disability.

Veteran status: This question first asks if you belong to the following classifications of protected veterans. You can further indicate which protected veteran classification(s) you belong to. Each protected veteran classification is defined as:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs;
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

The remaining options in MyUW and on the paper form, in order, are:

- I am a protected veteran, but I choose not to self-identify the classifications to which I belong.
- I am a veteran, but not a protected veteran.
- I am not a veteran.