eProfile: View/Modify Ethnic Group

This document provides an overview of updating ethnic group using the self-service function available via My Akron, The University of Akron’s portal. This self-service application enables employees to view their current information and make updates as needed.

There is a tutorial which accompanies this document. Please visit the Software Training Services web site for a complete list of tutorials.

**Important Tips to Remember when working in My Akron**

- You will be logged out automatically after 20 minutes of inactivity
- Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website: [http://www.uakron.edu/training/ie.dot](http://www.uakron.edu/training/ie.dot)
- If you experience difficulty in logging in and you have cookies enabled, clear the cache on your computer. For instructions on clearing cache, please visit the following website: [http://www.uakron.edu/training/ie.dot](http://www.uakron.edu/training/ie.dot)
- ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session
- Avoid using the browser’s Back button to navigate while in My Akron. Always use the links available on the page to navigate within My Akron. Keep in mind, you may need to use the scroll bar to view some of these links
Log in to My Akron

1. Navigate to My Akron. From the main page (http://www.uakron.edu) click the link for My Akron.

   ![My Akron Page]

   NOTE: You may also enter the url https://my.uakron.edu directly into the address bar of your browser.

2. Log in to My Akron with your UAnet ID and password:

   ![University of Akron Login]

   Contact the Support Desk at 330-972-6888 if you have forgotten your UAnet ID and/or password.
3. You are now logged in to the portal. The particular page shown below is the “My Page” tab. Clicking the Home hyperlink from within the portal will always return you to this tab (My Page).

4. Click the “Faculty/Staff” tab.
5. Notice the various options available under the **My Profile** heading under “Employee Services”.
View/Modify Ethnic Groups

Please note that changes to your name can be made by using either of the following methods:

- Click the “Personal Information Summary” link from the main My Profile page and then select the Change ethnic groups button.
- Click the “Ethnic Groups” link from the main My Profile page.

1. The EthnicGroups page is displayed.
2. To remove an ethnic group, click the Delete button for the group you wish to delete.
3. To Add an Ethnic Group, click the Add an Ethnic Group button.
4. If you add an ethnic group a new row will be inserted at the bottom of the list. Select the appropriate ethnic group from the drop-down list.

5. Click the **Save** button when finished.

6. A confirmation page is displayed. Click the **OK** button.

For questions regarding Personal Information updates:
Staff, Faculty, Contract Professionals and Graduate Assistants call 330-972-7096
or e-mail Human Resources at: [hr_info_services@uakron.edu](mailto:hr_info_services@uakron.edu)