INTEROFFICE MEMO
FROM THE HUMAN RESOURCES OFFICE

To: **Employees**
From: Tammy Riley, Director Human Resources
Date: September 1, 2015
Subject: **Using Self Service to Declare Race and Ethnicity**

The Integrated Postsecondary Education Data System (IPEDS) has made changes regarding the collection of race/ethnicity for employees. Due to these changes you **must** "self declare" your race and ethnicity. To "self declare" you will use the following self service instructions.

Self service instructions to select your race and ethnicity:

1. Log into MyLamarpa.edu.
2. Select: My Services Tab.
3. Select: Employee. (Scroll down page)
4. Select: Personal Information Tab.
5. Select: Update Ethnicity and Race.
6. Answer the question: "What is your ethnicity?" by checking the box for Hispanic or Latino or Not Hispanic or Latino.
7. Select one or more races.
8. Click Continue. You will get a message " Your changes were saved successfully".

Please do this as soon as possible. If you have any questions, please e-mail me at rileytl@lamarpa.edu.