# Colleagues guide to updating Diversity data in HR Payroll Portal/PeopleXD

## Log in to HR Payroll Portal

To Access/log into HR Payroll Portal visit the [HR page](http://gla.ac.uk/hr) of the University website and click ‘Access HR Payroll Portal’. Your GUID and password are your log in details.

Graphical user interface, application

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***Please note: When you first log in you may arrive at a different Dashboard from that of your colleague - this will depend on your system access.***

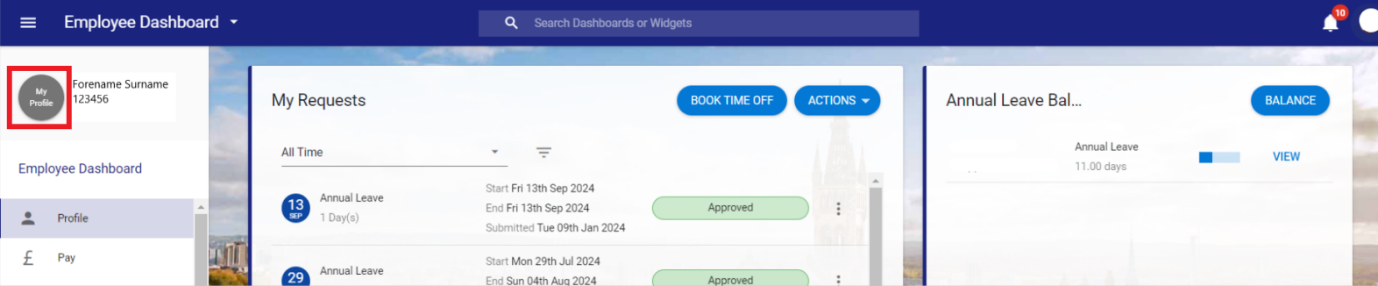
## Employee View

A screenshot of a computer

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Basic information will be displayed.

## Update Personal Details

Click on your image (or initials if you do not have an image) below the dashboard dropdown.

Your Personal Profile will open on your contacts tab.

## Diversity Details

A screenshot of a contact form

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There are 2 tabs within the Diversity menu, please ensure that you check and update the information on both tabs.

**Background**In the **Background** screen, you can update fields such as:

* Gender Identity
* Sexual Orientation
* Ethnic Origin
* Pronouns
* Religion
* Carer Status
* Date of Marriage
* Previous Surname
* Parent/ Guardian

Please note some of the fields are non-editable, such as Sex and Nationality, and can only be updated by your local P&OD team.

**Disability** (includes long term health conditions)  
Even if you are not disabled or have a long-term health condition knowing this helps the University to develop our strategic plans, policies and resources.

**Please note this information is not automatically made available to your line manager.**

* If you wish to discuss any workplace needs (reasonable adjustments) relating to your disability or health condition tick the **‘Request an Adjustment Conversation’ box**.

This will send an automated message to your **line manager** to set up a discussion and all parties are signposted to the available resources to support constructive dialogue.

* You can enter information about any equipment which you may feel is required or evacuation/safety measures.

Note: this does **not** replace the option to discuss adjustments at any other point, which is the recommended route, as it also allows for tracking the progress of related dialogue/adjustments (i.e. that meetings have taken place) and supports the setting of periodic reminders to review adjustments.

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When finished press the save button in the bottom right of the screen.