SAP Self Reporting

Updating your personal profile in SAP
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To access and log into SAP, locate **SAP Resources** on the Texas State website.

On the **SAP Resources** webpage, you will find the "Access the SAP Portal" login button.

Click "Access the SAP Portal" to be redirected to the **SAP login** page.

Enter in your username and password, then click "Login" to be redirected to the SAP dashboard.

*Note: You may be asked to verify your identity after entering in your NetID and Password.*
Once on the SAP dashboard, locate the section titled "Payroll-Benefits."

Under the "Payroll-Benefits" section, locate the "My Personal Profile" tile.

After clicking the "My Personal Profile" tile, you will be redirected to the **Personal Profile** page.
Once on the Personal Profile page, locate the section titled "Military Status and Ethnicity/Race."

Click on the edit pencil to open the categories:

- Veteran Classification Status
- Veteran Employment Preference
- EEO Ethnicity/Race
Military & Ethnicity/Race

After opening the categories be sure to read each option carefully.

After reading each option, select the Personal status that you best identify with for each category from the list presented to you.

Once you've made all of your selections, click "Save and Back" to save your changes.
On the SAP dashboard, locate the section titled "Self-Report."

Under the "Self-Report" section, locate the "Self-Reporting of Disability" tile.

After clicking the "Self-Reporting of Disability" tile, you will be redirected to the Voluntary Self-Identification of Disability form.
Self Reporting of Disability

Once on the Self-Identification of Disability form, be sure to read all information presented.

After reading all information, check the box that you best identify with.

Once you've made your selection, enter in your name and today's date. Then click "Submit Form for Posting" to save.
Thank You

For more information, please contact Human Resources.

Phone: 5.2557
Email: hr@txstate.edu