



# SAP Self Reporting

---

Updating your personal profile in SAP

A decorative horizontal bar at the bottom of the page, consisting of several colored segments: yellow, white, red, green, light blue, and dark blue.

# Table of Contents

<b>ACCESS</b>	PAGE 3	How to log into SAP
<b>MILITARY &amp; ETHNICITY/RACE</b>	PAGE 4-6	How to update your Military and Ethnicity/Race in your profile
<b>SELF REPORTING OF DISABILITY</b>	PAGE 7-8	How to update your disability status in your profile



# SAP Access

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.

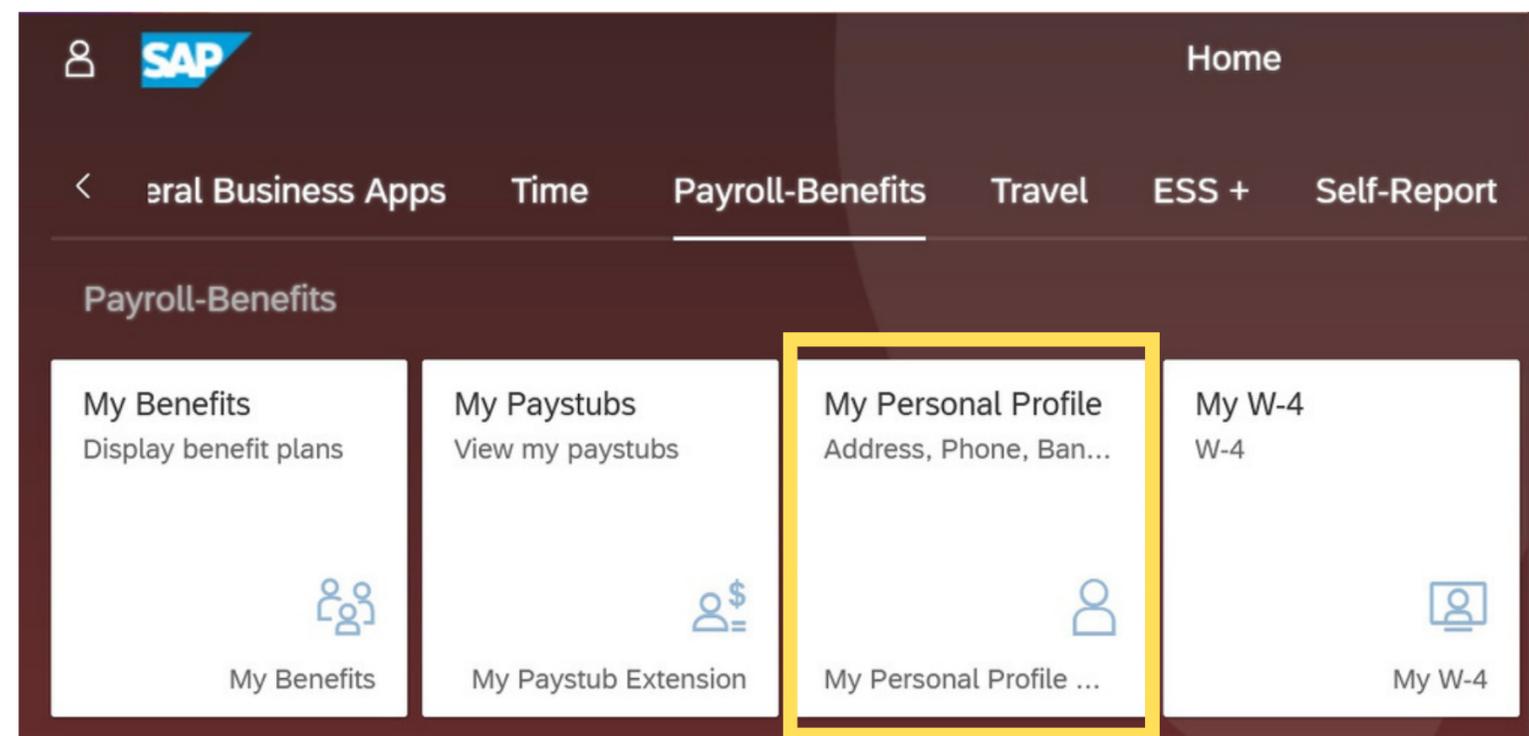
*\*Note: You may be asked to verify your identity after entering in your NetID and Password.*

# Military & Ethnicity/Race

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.

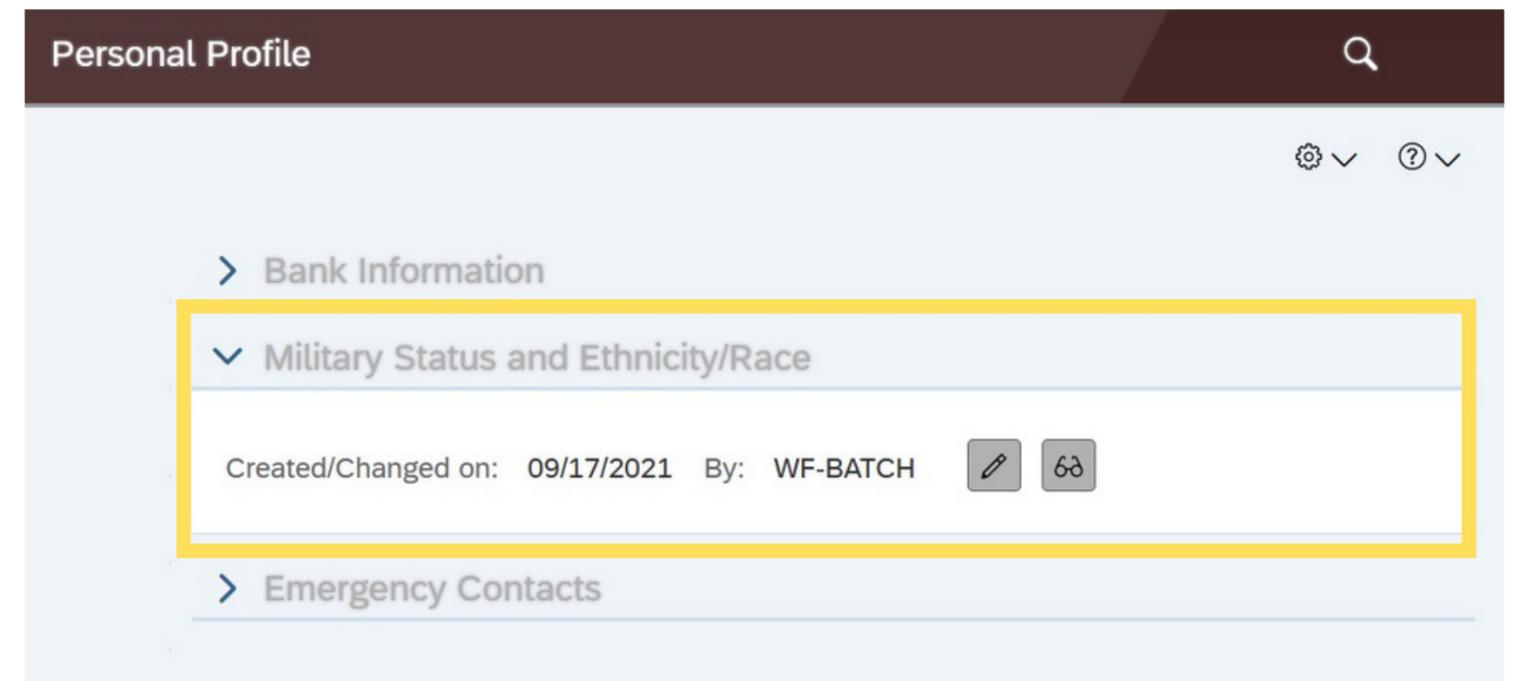


# Military & Ethnicity/Race

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.

**Personal Profile**

▼ Military Status and Ethnicity/Race

■ Veteran Classification and Self-Identification

Are you a veteran?  Yes  No

I identify as one or more of the classifications of protected veteran listed:

Recently Separated veteran Date of discharge:

Disabled veteran

Active wartime or campaign badge veteran

Armed forces service medal veteran

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

I am not a protected veteran.

■ Veteran Employment Preference

Surviving spouse (not remarried) of veteran killed while on active duty.

Child of veteran killed while on active duty.

■ EEO Ethnicity/Race

Are you Hispanic or Latino?  Yes  No

What is your race? (check all that apply)

Black or African American

Asian

American Indian or Native Alaskan

Native Hawaiian or Other Pacific Islander

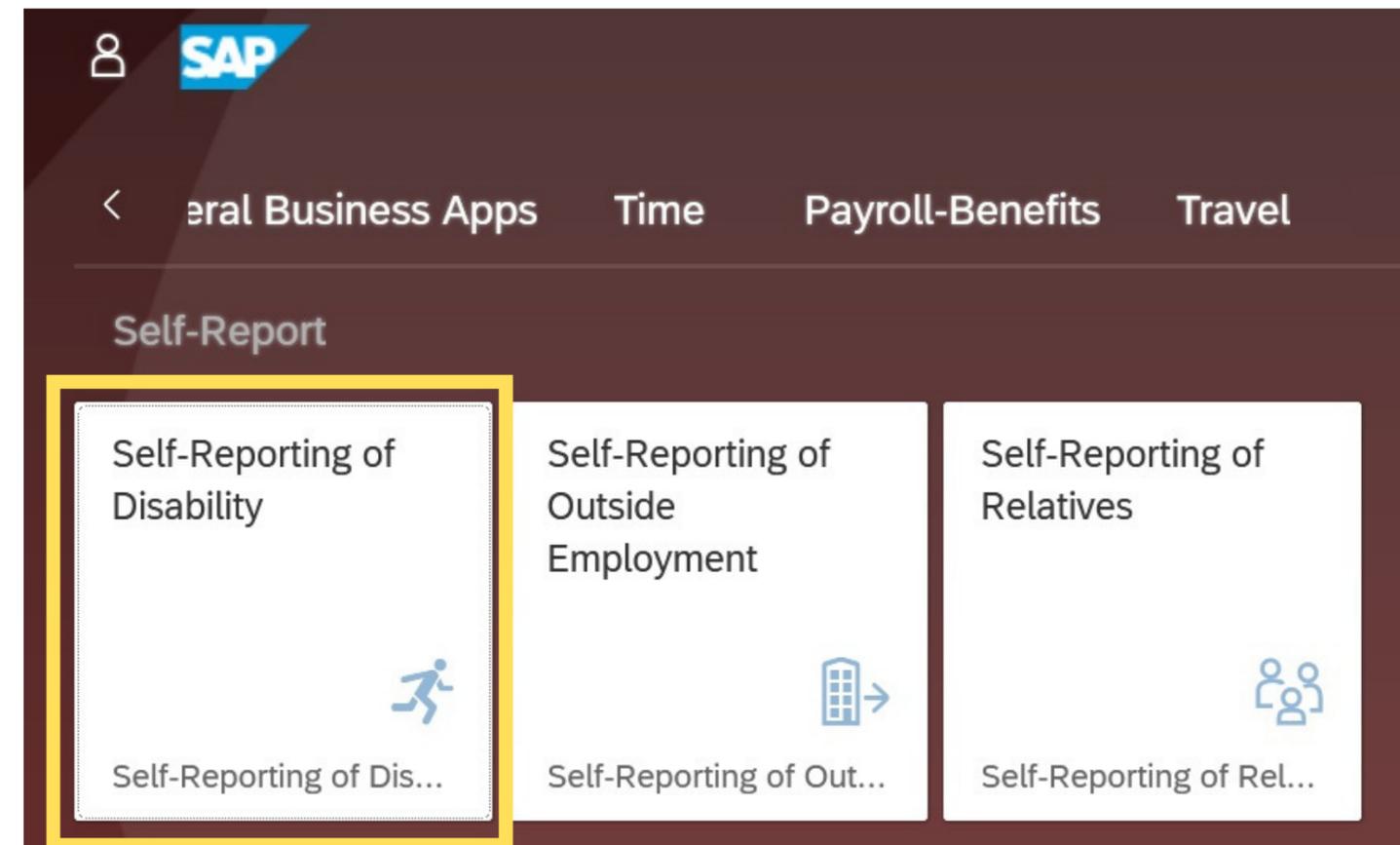
White

# Self Reporting of Disability

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.

The screenshot shows the SAP Self-Reporting of Disability form. The header includes the SAP logo and the title "Self-Reporting of Disability". Below the header is a navigation bar with a dropdown menu and a "More" link. The main content area contains the instruction "Please check one of the boxes below:" followed by three radio button options: "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", and "I Don't Wish To Answer". Below these options are two text input fields: "Your Name" and "Today's Date". At the bottom right is a button labeled "Submit Form for Posting".



# Thank You

---

For more information, please contact Human Resources.



5.2557



[hr@txstate.edu](mailto:hr@txstate.edu)