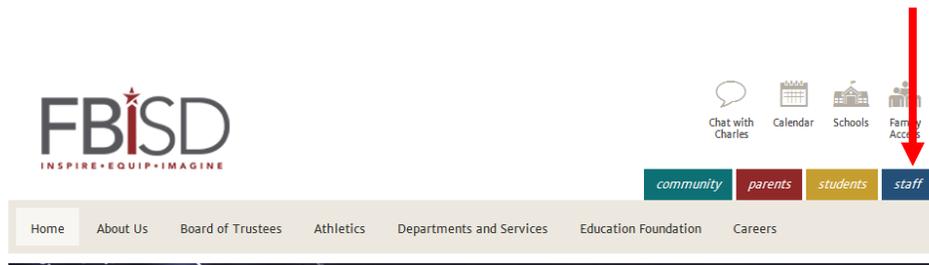


Ethnicity Declaration Instructions

1. Go to the Fort Bend ISD Website: www.fortbendisd.com.



2. Click on "Staff".

3. Scroll down until you find the section named "My Self Serve".

Staff Shortcuts

- [Absence Reporting](#)
- [Atomic Learning](#)
- [Conflict of Interest Form](#)
- [eLearning](#)
- [Employee Benefits](#)
- [Employee Email](#)
- [Employee Id Lookup](#)
- [Ethics Reporting](#)
- [Financials/CRM](#)
- [Fundraiser Request Form](#)
- [Mileage Reimbursement](#)
- [My Self Serve](#)
- [Naviance Staff Login](#)
- [PCG](#)
- [School Messenger](#)
- [Skyward](#)
- [Staff Branding Guidelines](#)



FBISD

INSPIRE • EQUIP • IMAGINE

User ID:

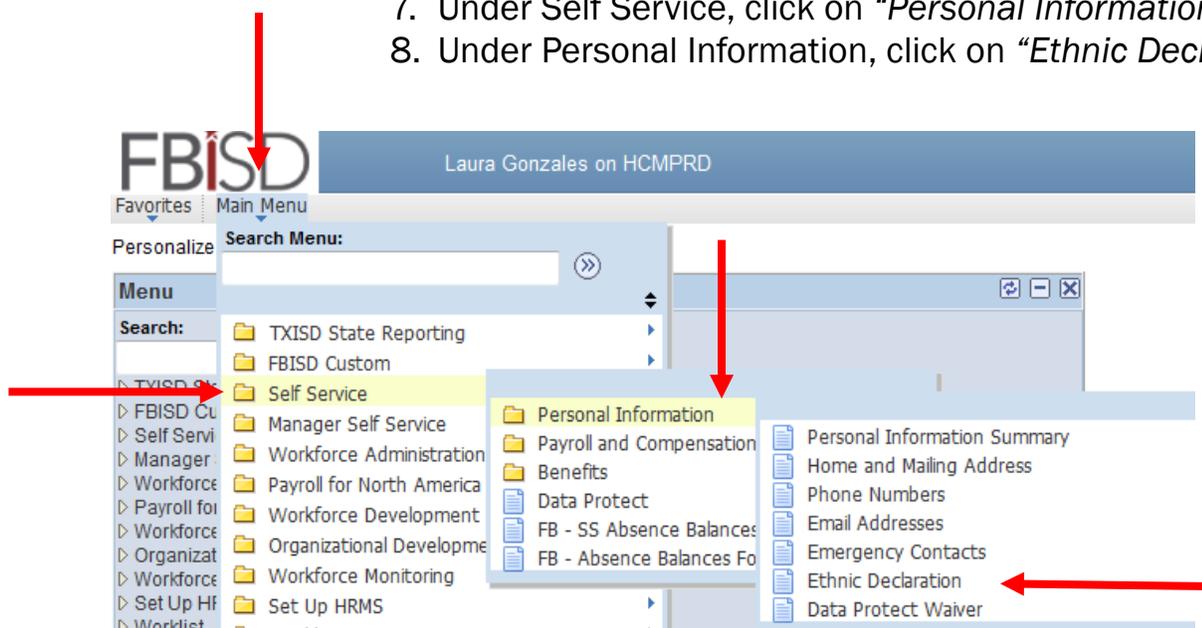
Password:

Use your Network ID and Network Password to login to PeopleSoft.

If this is your first time logging in, your User ID will be your **firstname.lastname & your password will be **fb (lowercase)** & the **last 4 of your ss#**. (i.e., fb1234)

4. You will need to Log In to My Self Serve. Your Log in information will be you're the same as your computer log in.**

5. Once you are in My Self Serve, click on "Main Menu".
6. Under Main Menu, click on "Self Service".
7. Under Self Service, click on "Personal Information".
8. Under Personal Information, click on "Ethnic Declaration".



Ethnic Declaration

Please contact Human Resources at Ext. 41270 if you have any questions about the data on this page

9. Make sure that you make ONE selection under the "Ethnicity" section.

Applicant/Employee ID: 111111 SMITH, JOHN A.

Ethnic Find | View All First 1 of 1 Last

Effective Date: 07/24/2012 Effective Sequence: 0

Ethnic Declaration

Ethnicity: Are you Hispanic/Latino? (Choose only one)

Hispanic Non-Hispanic ←

Race: What is your race? ((You can choose multiples)

American Indian/Alaska Native
 Asian
 Black/African American
 Native Hawaiian/Other Pacific Islander
 White

Validation Signature - Must check to authorize changes

I certify, under penalty of perjury, that all information provided herein is true and complete. I understand and agree that any false or inaccurate information I provide will be cause for termination of my employment and may constitute the crime of falsification of governmental records.

Signature: — Checking this box signifies Electronic Signature

Signed By: john.smith

Last Updt: 07/24/12 7:43AM

After saving your data, you MUST click on SIGN OUT at the top right corner of your screen to complete the process.

10. You may select multiple "Race" options.

11. You will need to electronically sign the form and submit.

 Save

 Update/Display

 Include History