

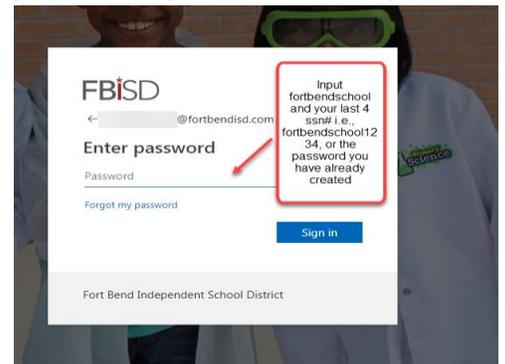
- 1) Go to the FBISD website at www.fortbendisd.com and click on "STAFF"



- 2) Enter your Fort Bend ISD e-mail address, click "Next" and enter your password.

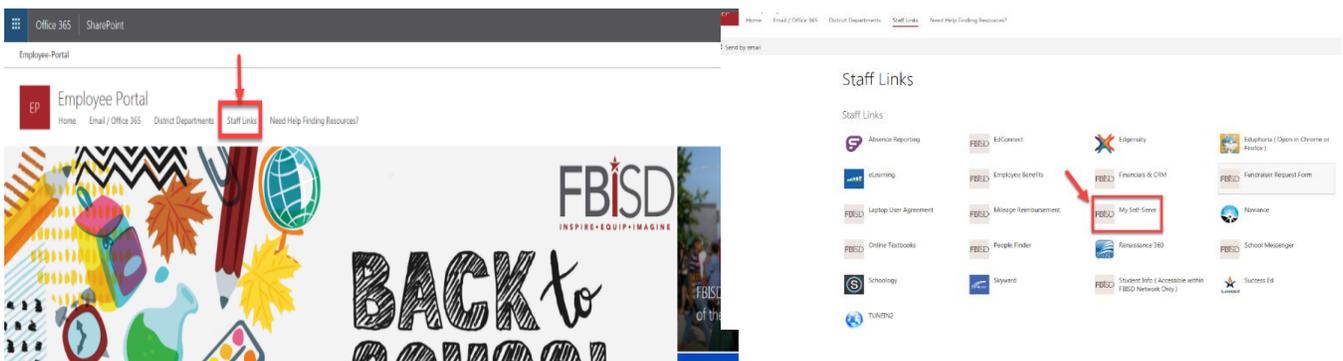
If this is your first time logging in, your password will be fortbendschool (all lowercase) and the last 4 of your social security number. (i.e., fortbendschool1234) and click "Sign In"

****If you have reset your password already, you may use the password you created****



- 3) After signing in, the system will prompt you to reset your password.

- 4) Click on "Staff Links" in SharePoint and "My Self-Serve"

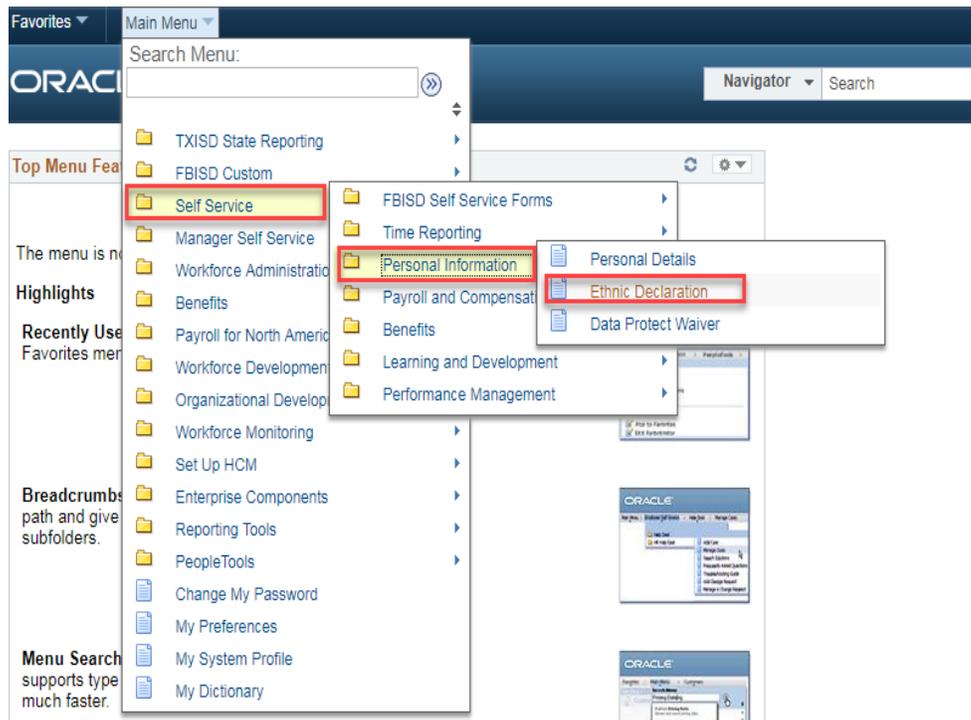


5) Your User Id is your **first name.last name** and your password will be the password you just created.

Note: Your computer log in information will be the same as your My Self Serve log in credentials.



6) Sign In and follow the path: Main Menu/ Self Service/ Personal Information/ Ethnic Declaration



- 7) You may select only 1 of the options under the "Ethnicity" section
- 8) You may select multiple options under the "Race" section
- 9) Electronically sign the form and submit
- 10) Once submitted, the date and time submitted will show at the bottom of the page

Favorites ▾ Main Menu ▾ > Self Service ▾ > Personal Information ▾ > Ethnic Declaration

Ethnic Declaration

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

Empl ID: 123456 Q, SUSIE

Ethnic Find | View All First 1 of 1 Last

Effective Date: 09/03/2009 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: FB123456

Last Updt: 09/03/09 3:53PM

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

Save Update/Display Include History