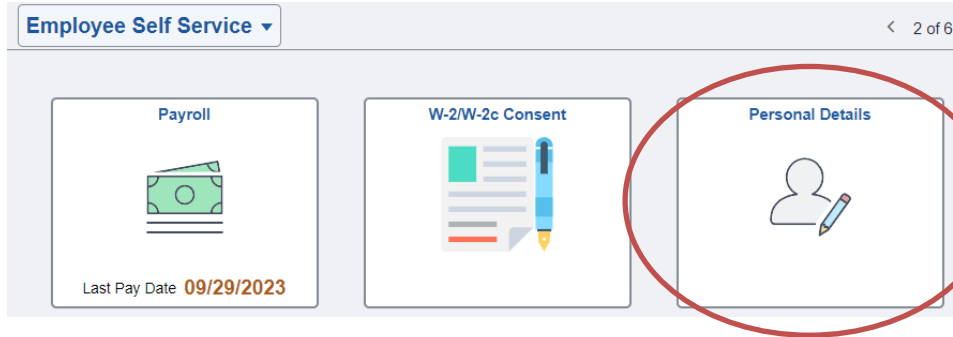


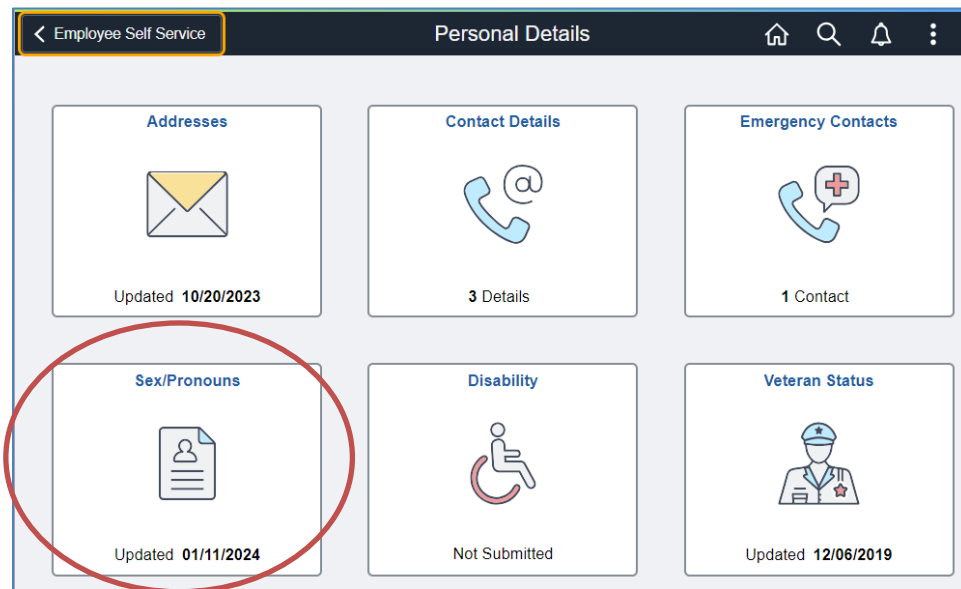
How to Update Pronouns & Sex in HR Direct

Log in to HR Direct (online at www.umass.edu/hr) using your NetID & password.

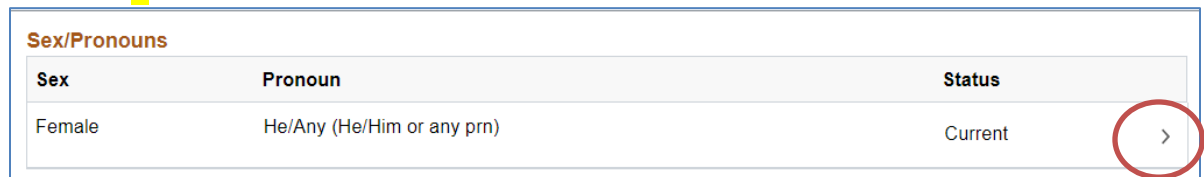
Select Employee Self Service – Personal Details



Select Sex/Pronouns



Click the > icon



The page below will be displayed;

- Click the drop down arrow to update your Sex.
- Click the magnifying glass on the Pronoun field to update your pronouns.
- Click Save.

