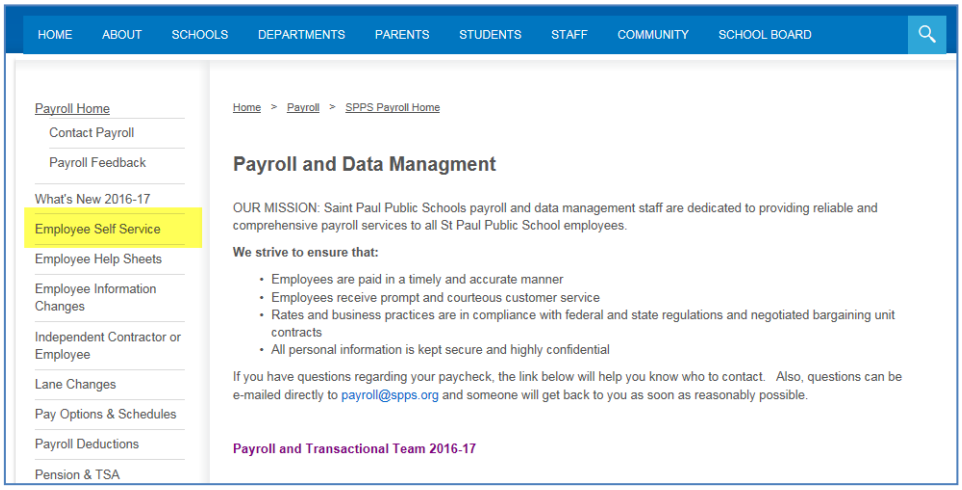
Demographic Questionnaire eForm

How to submit the Demographic Questionnaire eForm

Demographic Questionnaire forms are now located in Employee Self Service.

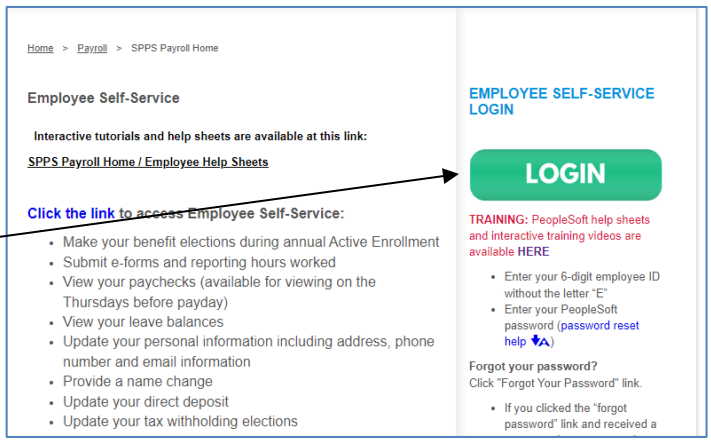
You can access Employee Self Service from Payroll Home Page on the district website. http://www.spps.org/payroll

Click the link on the left menu to get to the Employee Self Service home page.)



This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

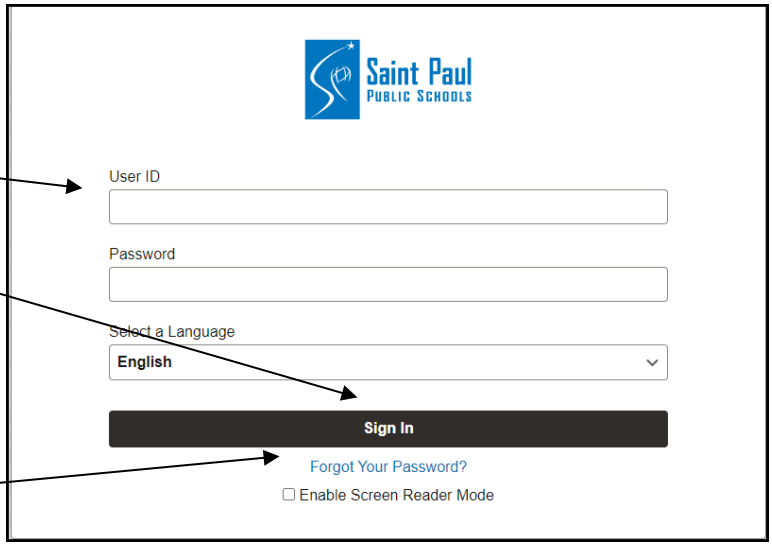
Click on the "Login" button



Type in your User ID and Password. Your User ID is your Employee ID *without* the "e" in front of it.

Click the Sign In button.

If you have forgotten your password, you can use the "forgot password link" if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.



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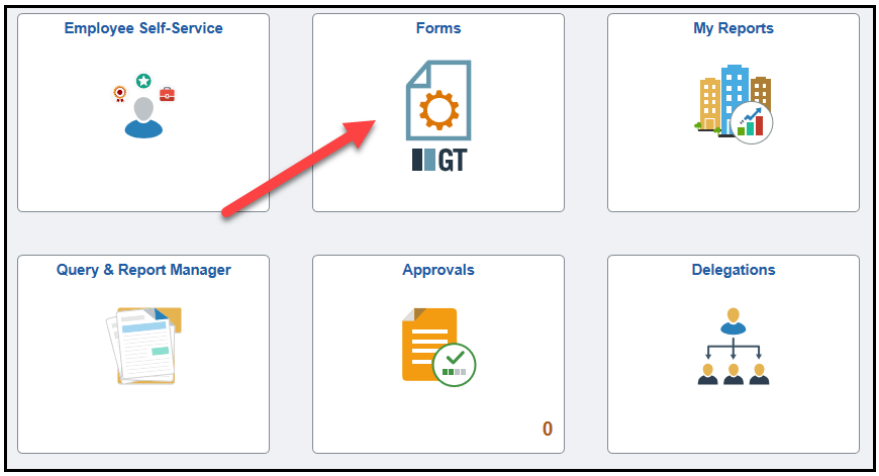
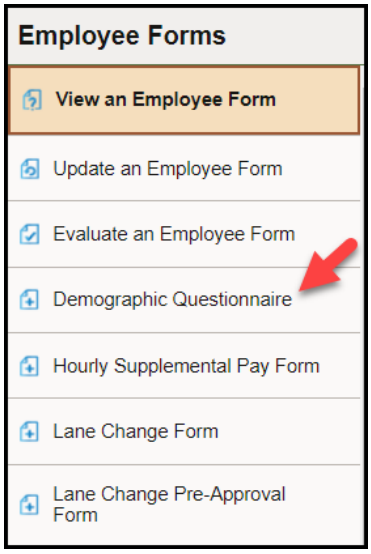
Once you have logged into the PeopleSoft Self Service Portal, you will can access the Demographic Questionnaire eForm through the tiles on the Home Page. **Forms >Employee Forms > Demographic Questionnaire Form.**





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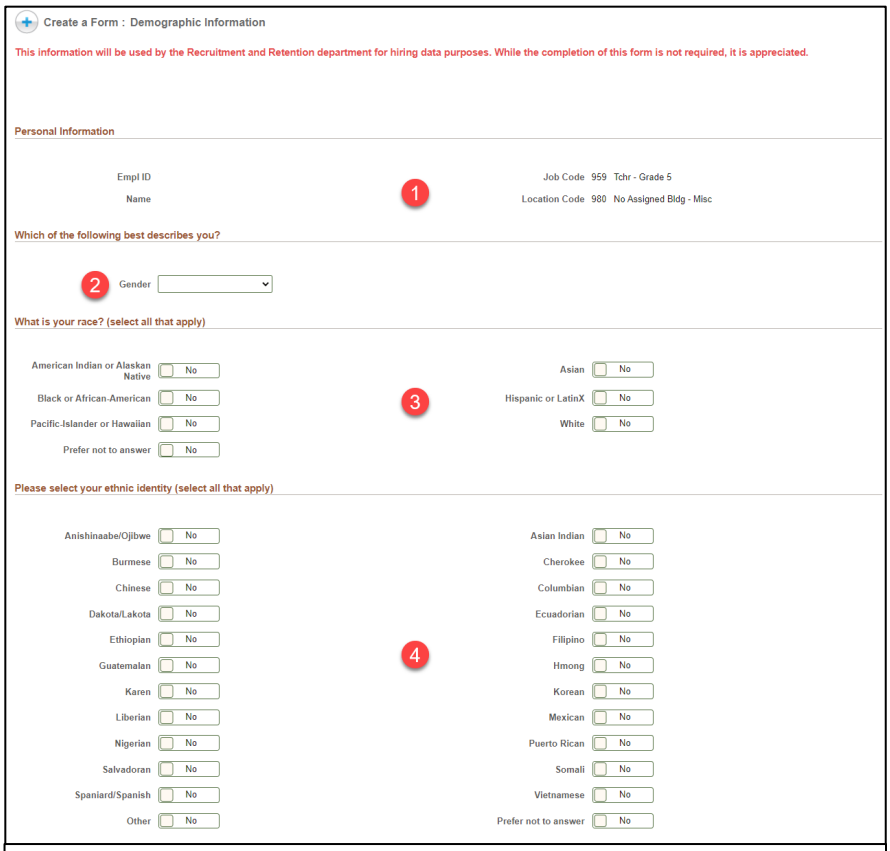
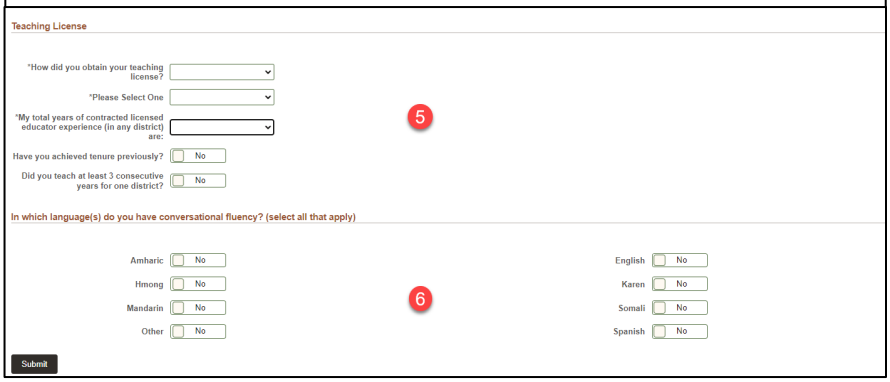
1. Your information will automatically default on the form.
2. Select Gender information. Select “Prefer not to answer” if you do not want to answer this question.
3. Select Race information; select all that apply. Select “Prefer not to answer” if you do not want to answer this question.
4. Select Ethnic Identity information; select all that apply. Select “Prefer not to answer” if you do not want to answer this question.
5. Answer the Teaching License questions. This is just an example of the questions you may see when completing this form. The questions that you see will vary depending on the answers you provide.
6. Select the Language information; select all that apply.
7. Click on the Submit button.





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