

# DIVERSITY PROFILE SET-UP INSTRUCTIONS

## Introduction

It's important for us to understand the different backgrounds of our people so that we can ensure our EDI strategy and actions are aligned and impactful.

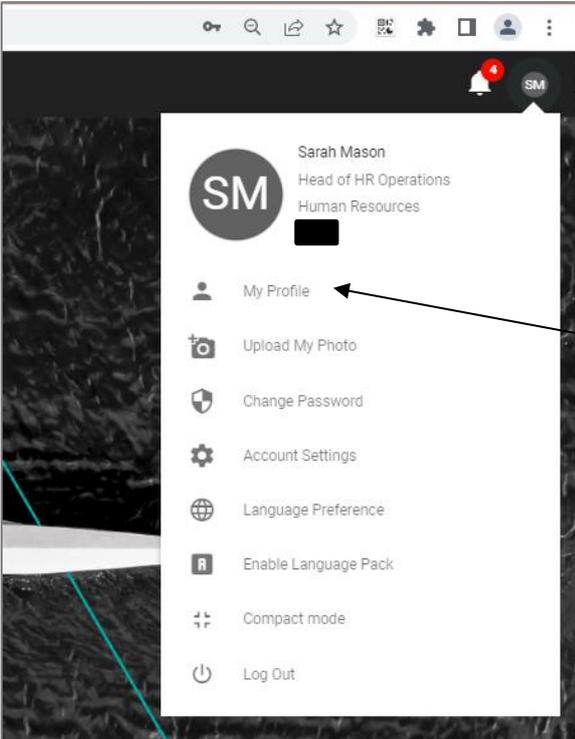
Please help us with our data collection by updating your [CoreHR Profile](#). All information provided is held in the strictest confidence and only ever used in aggregate form to protect everyone's personal privacy.

## How to?

Please log in to CoreHR with your staff number and Password.

## Diversity

To update your Diversity information, please following the screenshot instructions below.



The screenshot shows a user profile dropdown menu for Sarah Mason, Head of HR Operations, Human Resources. The menu items are: My Profile, Upload My Photo, Change Password, Account Settings, Language Preference, Enable Language Pack, Compact mode, and Log Out. A callout box with two bullet points provides instructions: 'Click on your Initials (top right-hand corner)' and 'Click on My Profile'. Arrows point from the callout box to the initials 'SM' in the top right corner of the profile card and the 'My Profile' menu item.

- Click on your Initials (top right-hand corner)
- Click on My Profile

EMPLOYEE DETAIL

- Contacts
- Next Of Kin
- Known As
- Dependants
- Documents
- Bank Detail
- ▼ DIVERSITY
- ▼ CONTRACT
- ▼ TIME MANAGEMENT
- ▼ LEARNING AND DEVELOPMENT

- Choose the Diversity option from the menu
  - Fill in Background information and Disability information (if required)
- REMEMBER TO PRESS SAVE  
(bottom right-hand corner)



EMPLOYEE DETAIL

▼ DIVERSITY

Background

Disability

CONTRACT

TIME MANAGEMENT

LEARNING AND DEVELOPMENT

BENEFITS

OTHER INFORMATION

HESA INFORMATION

### Background

#### Personal Details

Gender  Gender Identity  Sexual Orientation

Date Of Birth

#### Diversity

Ethnic Origin  Nationality  Citizenship

National Identity 1  National Identity 2  Country Of Origin

EMPLOYEE DETAIL

▼ DIVERSITY

Background

Disability

CONTRACT

TIME MANAGEMENT

LEARNING AND DEVELOPMENT

BENEFITS

OTHER INFORMATION

HESA INFORMATION

### Disability

#### General Details

Disabled  Type of Disability  Disability 1

Disability 2

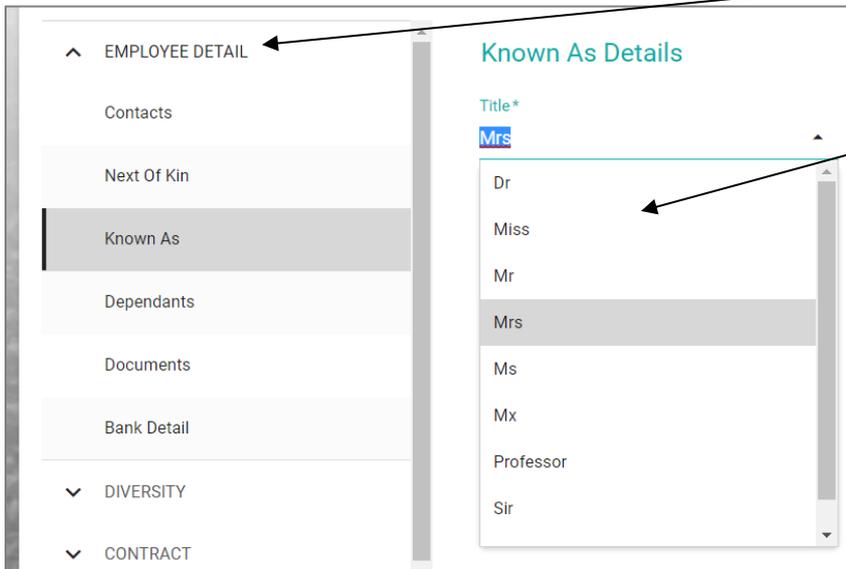
Registered Disabled  Accessible Parking Required

#### Detailed Notes

Special Equipment Required  Communication Issues  Special Requirements

## Suffix

To update your Suffix, please following the screenshot instructions below.

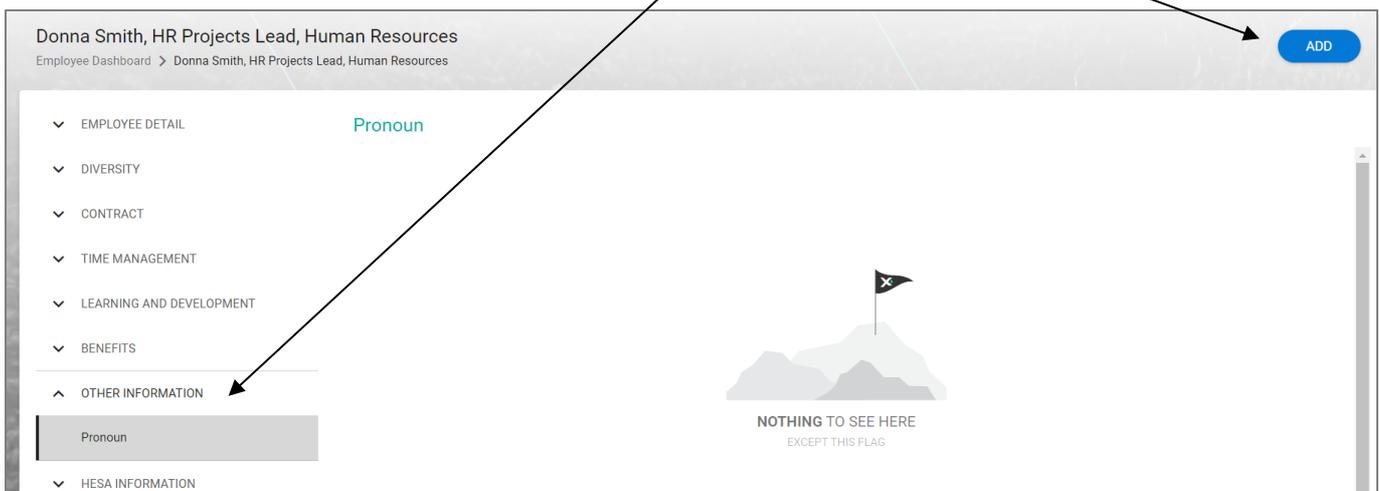


- Choose the Employee Detail option from the menu and Known As
  - Choose the appropriate Suffix from the dropdown menu
- REMEMBER TO PRESS SAVE (bottom right-hand corner)

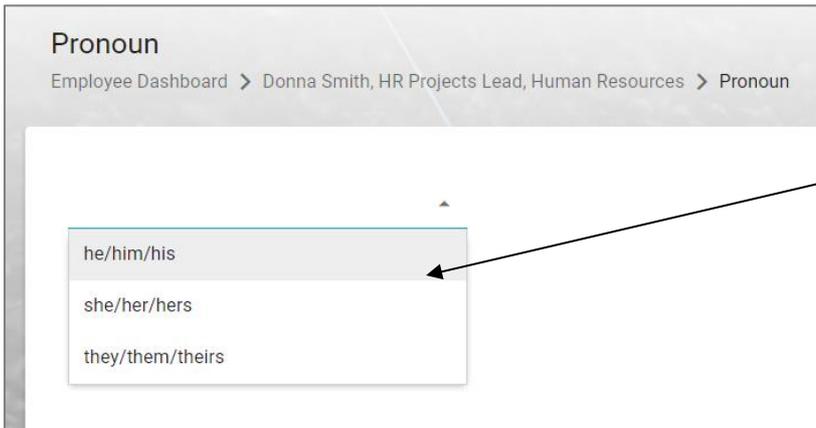


## Pronouns

To update your Pronouns, please follow the screenshot instructions below. *Please note that by filling in your preferred pronouns, this will automatically send a notification for your Outlook signature to be updated to reflect these.*



- Choose the Other Information option from the menu (you may need to scroll down)
- Choose Pronoun
- Click the Add Button



- Choose your preferred Pronoun from the menu  
REMEMBER TO PRESS SAVE  
(bottom right-hand corner)

SAVE

### Question?

If you have any questions about any of the above instructions or your diversity profile in general, please contact the HR Operations team at [HROperations@lsh.co.uk](mailto:HROperations@lsh.co.uk)