Recording your cultural and diversity details

Themis enables you to record additional personal profile information such as carer details, cultural and ethnic identity, disability, religion and sexual identity, if you desire.

Important: the information you record within the Personal Staff Profile function is treated confidentially and can only be viewed in its raw form by you (i.e.: your supervisor and/or manager cannot view these details). To protect your privacy, only statistical data will be accessed by the Equal Opportunity staff when compiling their reports (excluding country of birth and Aboriginal and Torres Strait Islander identity which will be used by the University for DEST reporting).

Recording your personal staff profile details

You can record new profile details or, if details already exist, update or remove the information recorded.

To add profile details

1. Log on to Themis via Staff Self Service and select My Personal Information > Personal Staff Profile.
2. Click on the Add button in the table to which you wish to add details.
   The associated details screen will display.
3. Enter your details in the appropriate fields.
   Notes:
   - a search icon indicates a list of values is available for the field. Click on the search icon to search for and select the appropriate value before proceeding to the next field.
   - * indicates that the field must be completed before you will be able to save your details (e.g.: Country of Birth in the Cultural & Ethnic Identity details screen).
   - when entering your Cultural and Ethnic Identity, the LOV for both the Ethnic Sub Group and Specific Ethnic Group will be determined by the value selected in the Cultural and Ethnic Group.
4. Click on the Continue button.
   This will return you to the Personal Staff Profile screen where the details you entered will display in the appropriate table with a status of New. You may enter further details if required, before progressing to a review screen.

5. Click on the Next button.
   This will take you to a Review screen where you can check the details entered and correct them if required. If details are incorrect, click on the Back button to return to the Personal Staff Profile screen to make changes, or use the Cancel button to cancel the action.
6. Click on the Submit button.
   You will receive a Confirmation that your Personal Staff Profile details have been recorded.

To update profile details

1. Log on to Themis via Staff Self Service and select My Personal Information > Personal Staff Profile.
2. Select the entry you want to update by clicking on the radio button next to the appropriate entry.
3. Click on the Update button.
   The associated details screen will display.
4. Update your details as required and click on the Continue button.
   This will return you to the Personal Staff Profile screen. Your details will display in the appropriate table with a status of Updated.
5. Click on the Next button.
   This will take you to a Review screen where you can check the details entered and correct them if required.
6. Click on the Submit button.
   You will receive a Confirmation that your details have been recorded.
To remove profile details

1. Log on to Themis via UOM Staff Self Service and select **My Personal Information > Personal Staff Profile**.
2. Select the entry you want to remove by clicking on the radio button next to the appropriate entry.
3. Click on the **Delete** button.
   The details selected will display in the table with the status of *Deleted*.

4. Click on the **Next** button.
   This will take you to a Review screen where you can confirm you wish to remove the details.
5. Click on the **Submit** button.
   You will receive a Confirmation that your details have been deleted.