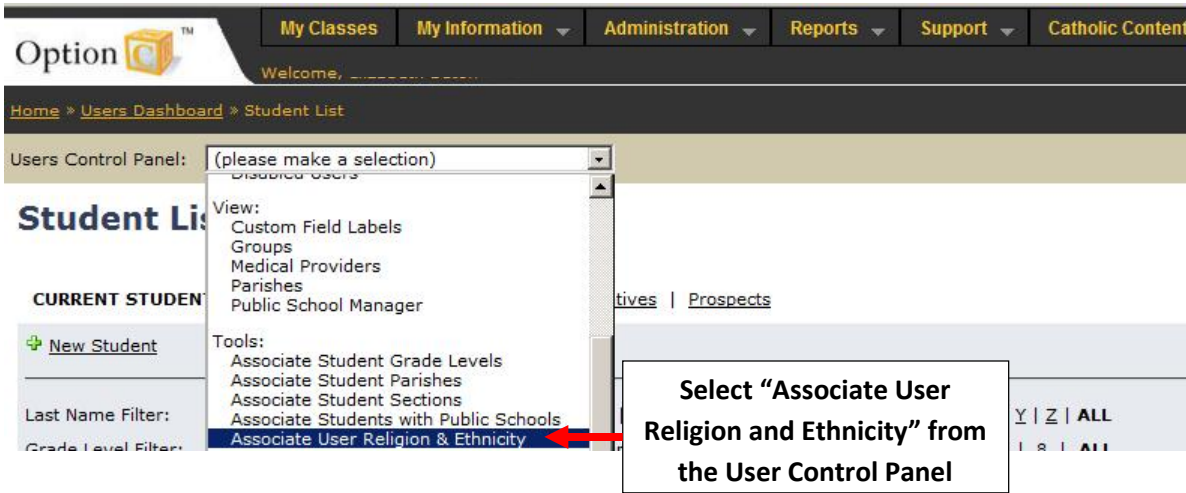


How to Update Profile Demographics and Religion

Once logged into OptionC please go to Administration > Directories. Select the User Group to update.



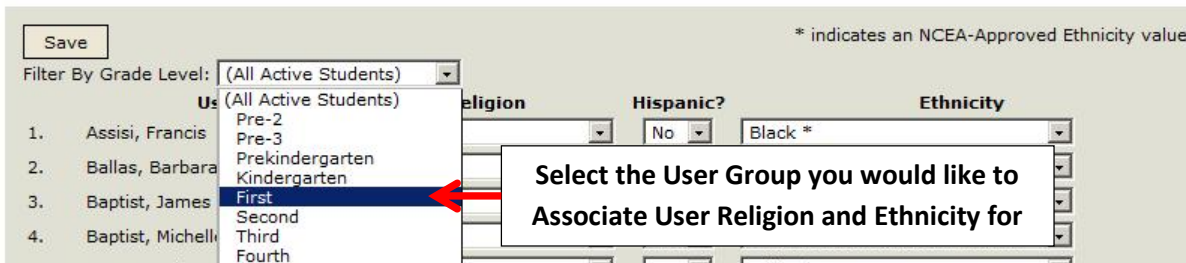
Select Associate User Religion and Ethnicity from the User Control Panel



Select the User Group you would like to Associate User Religion and Ethnicity for i.e. All Students or Staff & Administrators



Associate User Religion & Ethnicity



From the Corresponding Drop Down you can Update the User's Religion, Hispanic Status or Ethnicity by Selecting a Category from the Drop Down. Select **Save** to **Save** your Changes.

****Please Note** Only Ethnicities with an Asterisk are NCEA -Approved Ethnicity Values**



My Classes My Information Administration Reports Support Catholic Content

Welcome, _____

Home » Users Dashboard

Users Control Panel: (please make a selection)

Associate User Religion & Ethnicity

Select Save to Save your Changes

* indicates an NCEA-Approved Ethnicity value

User	Religion	Hispanic?	Ethnicity
1. Assisi, Francis	Catholic	No	Black *
2. Ballas, Barbara	Catholic	No	American Indian/Native Alaskan *
3. Baptist, James	Catholic	No	Asian *
4. Baptist, Michelle	Catholic	No	Black *
5. Beam, Joshua	Catholic	No	Multi Racial *
6. Beatty, Corey	Catholic	No	Native Hawaiian/Pacific Islander *
7. Beta, Andrew	Unknown	No	White *
8. Beta, Jane	Catholic	No	African
9. Beta, Jessica	Catholic	No	Caucasian
10. Beta, Luke	Catholic	No	Chinese
11. Bosco, John	Catholic	No	Filipino
12. Bowman, Joseph	Catholic	No	Hawaiian

Make Selection from the Drop Down