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

Option	My Classes My Information	Ad	Iministration 👻	Reports 👻	Support 👻	Catholic Content
Home » Users Dashboa	rd » Student List					
Users Control Panel:	(please make a selection)					
Student Lis	View: Custom Field Labels Groups Medical Providers					
CURRENT STUDEN	Parishes Public School Manager	ti	ives Prospects			
A New Student	Tools: Associate Student Grade Levels					
Last Name Filter:	Associate Student Parishes Associate Student Sections Associate Students with Public Schools Associate User Religion & Ethnicity		Select " Religion an	Associate l nd Ethnicity	Jser /" from	<u>Z</u> ALL
			the Use	r Control P	anel	

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

	My Classes	My Information 👻	Administration 👻	Reports 🚽	Support 🚽	Catholic Content	
Option	Welcome,						
Home » Users Dashboard							
Users Control Panel:	(please make a selec	tion)	J				

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

o	My Classes	My Information 👻	Administration 👻	Reports 🚽	Support 🚽	Catholic Content		
Option Option	Welcome,	Welcome,						
Home » Users Dashboard								
Users Control Panel:	(please make a selec	tion)	•					

Associate User Religion & Ethnicity

Sav Filter	By Grade Le Select Save	to <mark>Save</mark> anges		* indicates an NCEA-Approved Ethnicity	value
	User	Religion	Hispanic?	Ethnicity	Make Selection from
1.	Assisi, Francis	Catholic	No 💌	Black *	the Drep Down
2.	Ballas, Barbara	Catholic	No 🔻	American Indian/Native Alaskan *	the brob bown
3.	Baptist, James	Catholic	No 🔹	Black * Multi Racial *	
4.	Baptist, Michelle	Catholic	No 🔹	Native Hawaiian/Pacific Islander *	
5.	Beam, Joshua	Catholic 💌	No 🔹	African	
6.	Beatty, Corey	Catholic	No 🔹	Caucasian Chinese	
7.	Beta, Andrew	Unknown 💌	No 🔹	Filipino	
8.	Beta, Jane	Catholic 🔹	No 💌	Indo-Chinese	
9.	Beta, Jessica	Catholic	No 💌	Korean	
10.	Beta, Luke	Catholic	No 🗸	Native American	
11.	Bosco, John	Catholic	No 💌	Nigerian Other	
12.	Bowman, Joseph	Catholic	No 🔹	Pacific Islander	
				Fait liawallall	

