

Maryland Judiciary Department of Human Resources Updating Ethnicity and Race

1) Once logged into CONNECT, click on 'MDJ My Page,' then select 'Employee Self Service.'

MDJ My Page *			
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Learning Center	ServiceNow	CONNECTed - Training Library	CourtNet
Manager Self Service	now		
Employee Self Service Workforce Administrator			
	Pay Data	Health Benefits	GEARS
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2) Click on the 'Personal Details' tile.



- Note: While in Personal Details please <u>do not</u> add a Full Middle Name under your Middle Name
- 3) The 'Personal Details' page will be displayed. Click on 'Ethnic Groups' from the left panel.

	3	
3	Addresses	Addresses
•	Contact Details	Home Address
8	Name	Current
	Ethnic Groups	
¢	C Emergency Contacts	Mailing
2	Additional Information	No data exists.
4	Veteran Status	Add Mailing Address



4) The 'Ethnic Groups' page will be displayed. Make your update to this page. You may select one to three races.



a. Once your selection(s) is made, click save.

For assistance, please contact the CONNECT Help Desk at (410) 260-6550.