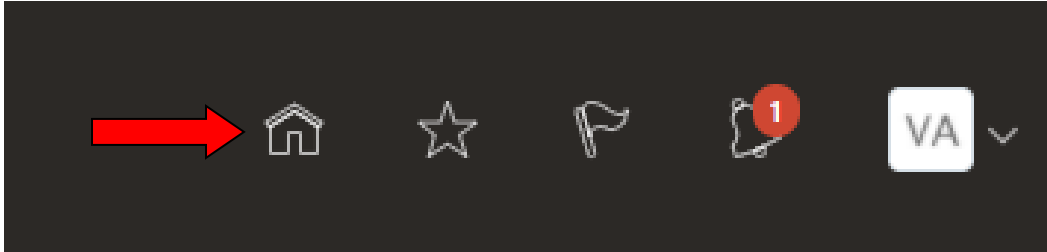




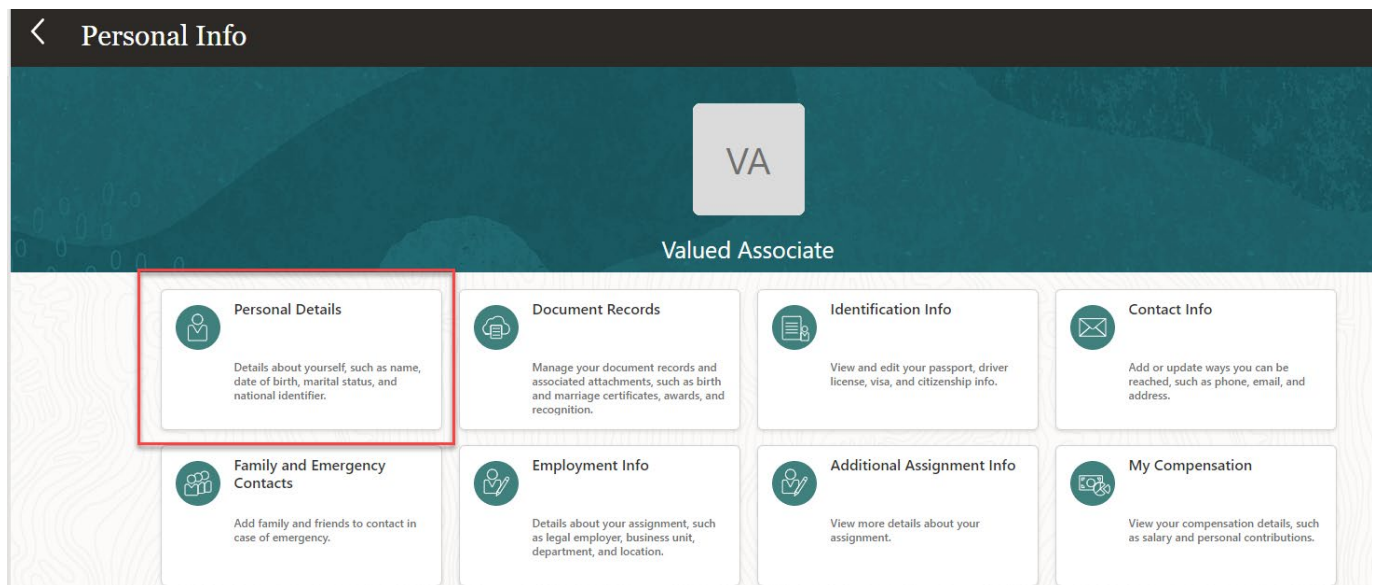
Updating Demographic Information in Fusion

Step 1: Open Oracle Fusion through [MyAcosta](#) or through <http://apps.mosaic.com>

Step 2: Access the Home page by clicking on the Home icon.



Step 3: Click on the **Personal Details** tile.



Step 4: To add/update Demographic information, from the **Demographic Info** section, you will need to click on the pencil/edit icon.



Please note that the information provided in the Demographic Info section is considered confidential and access is restricted. It is not included in your public profile in Fusion.

Demographic Info

Country

Gender





Step 6: To add/update the information, select the values that best represent you.

Demographic Info

Country

United States

Ethnicity

☐ I am Hispanic or Latino.

Select the races you identify with.

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White

Marital Status

Select a value

*When does this marital status change start?

m/d/yy

Gender

Male

Highest Education Level

Select a value

Veteran Self-Identification Status

Disabled Veteran

☐

Active Duty Wartime or Campaign Badge Veterans

☐

Armed Forces Service Medal Veteran

☐

Recently Separated Veteran

☐

Newly Separated Veteran Discharge Date

m/d/yy

Submit

Cancel



If the information recorded in **Country** or **Gender** is incorrect or needs updating, please contact the HR team.

Step 6: Additionally, you may add any comments or attach any information related to this update of your personal data. Click **Submit**.



Submit

Cancel

Step 6: Once successfully submitted, a notice is generated regarding approval.



We are submitting your changes for approval.



Please note that is an automated system approval and no additional action is required. The updated information will be visible once a few moments has passed allowing this automated action to complete.



For additional support, please contact:

US Associates - Telephone: 877-992-7547 Email: askhr@acosta.com

Canada Associates - Email: CAN-HumanResources@mosaic.com
