


How to update /change your Sexual Orientation


From the main portal screen

1. Use the **MY Personal Information** drop-down menu on the left-hand side.


2. Click on **Sexual Orientation**

To enter **New** record, click on **ADD**.


3. Enter % in the Sexual Orientation search box and click on the  magnifying glass


4. From the pop-up box (check pop-up blocker is off) - click on the  icon at the side of the required category

5. Go to step 9.

To **Update** a record , click on the  button.

6. Click in Sexual Orientation field, press small black cross to clear field.

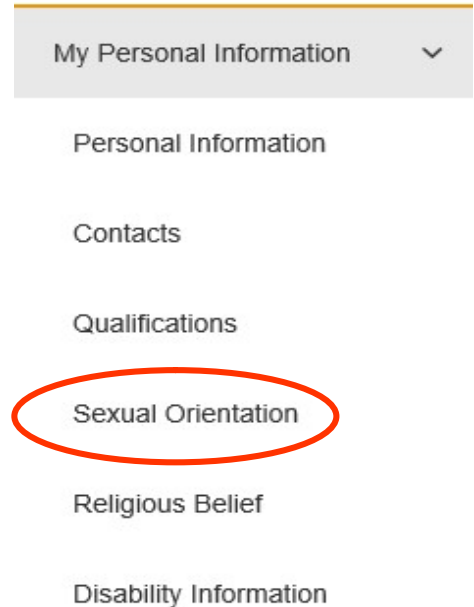
7. Enter % in the Sexual Orientation search box, click on the  magnifying glass.

8. From pop up box (check pop-up blocker is off) - click on the  icon at the side of the required option.

9. Click on 

10. Click on 

11. Click **Portal** to return to main screen



	Quick Select	Sexual Orientation
<input type="radio"/>		Bisexual
<input type="radio"/>		Gay or Lesbian
<input type="radio"/>		Heterosexual or Straight
<input type="radio"/>		Not stated (person asked but declined to provide a response)
<input type="radio"/>		Other sexual orientation not listed
<input type="radio"/>		Undecided