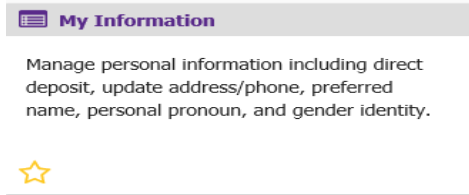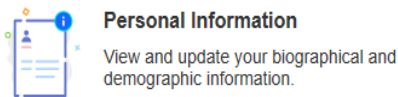**Voluntary Self-Identification of Demographic Information**
INSTRUCTIONS to Access and Verify your Demographic Information

1. Log on to the ECU Pirate Port site: https://pirateport.ecu.edu/. Log in by entering your PirateID and Passphrase in the upper right corner and click the "Log In" button. (NOTE: Pop-ups must be allowed in your browser.)

2. click on "My Information" link.

3. Click on "Personal Information" link.

4. Review "Personal Details" box.

5. To identify or update your **sex**, **preferred first name, personal pronoun, and/or gender identity**, click the "Edit" icon (top right corner).

    a. After complete, click the "Update" button. This will close the "Edit Personal Details" box.

6. Scroll down to review "Additional Details" box.

7. To identify or update your **race, ethnicity, disability, and/or veteran classification**, click the "Edit" icon under each demographic.

    a. Click the "Edit" icon under Ethnicity and Race to self-identify your ethnicity and race(s).

    b. After complete, click the "Continue" button. This will prompt you to review your choices and either Save or return to the previous page. Exit from this screen by clicking **"Save"**. This returns you to the Personal Information screen.

    c. Continue by clicking the "Edit" icon under Veteran Classification and Disability Status to self-identify your disability and veteran information. After complete, click the "Update" button. This returns you to the Personal Information screen.

8. If complete and after you confirm no other changes are needed, click on the icon shown below (top right corner) and select "Sign Out".