



Affirmative Action & Equal Opportunity Department (AAEO)  
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## Voluntary Disability and Veteran Status Self-Identification Tip Sheet

**If you have not yet self-identified or need to change your disability and protected veteran status, please take a moment to update your status in Employee Self Service (ESS).**

Did you realize that when federal agencies such as NASA or the National Institute of Health consider OHSU for partnerships they look at our workforce's demographic data, including disability and protected veteran data? As a federal contractor, OHSU is required to annually report aggregate demographic data.

To help ensure that OHSU has the most accurate information, please take a moment to login to [o2.ohsu.edu](https://o2.ohsu.edu) and update your confidential demographic information including disability and protected veteran status. Accurate self-identification is very important to us. Participation is key, regardless of how you identify, even if you choose not to disclose, because we cannot assign responses for you.

### How do I update my information?

It is important to note that you have the option to select "I choose not to disclose" when completing the form. Whether or not you choose to disclose is up to you, all we ask is that you participate. For further assistance, please contact your [HR Systems Specialist](#).

How to self-identify:

1. Go to <https://o2.ohsu.edu> (login using your network username and password if not connected to an OHSU networked device).
2. Under Employee Central Services select Employee Self Service (ESS).
3. Select Oracle Applications & ESS.
4. Login using your OHSU network username and password.
5. Click on Employee Self Service OHSU AIS. This brings you to a list of options which include both **Disclose Veteran Status** and **Disclose Disability Status**.
6. Simply review, indicate Disability/Veteran status and press submit. The system will indicate that your change was saved successfully.
7. If you so choose, go back and click on the other option, read, and report. Press the submit button if you've entered updates.
8. That's all! Go back to the personal information screen or just log out.

### How will my information be used?

The information you provide will be kept confidential and will only be used for federal reporting purposes – and only in aggregate. The information you provide will not impact your current employment status, nor will it have any impact on your future employment prospects at OHSU.

### What my information is up to date?

If you have not had a change in status you do not need to reaffirm your information.

### How do I find out more about OHSU's disability resources?

OHSU strives to create an environment that is accessible and inclusive for all employees. The Affirmative Action & Equal Opportunity Department is the point of contact for employees with disabilities regarding barriers to access and requests for reasonable accommodations. For more information, please visit [www.ohsu.edu/aaeo](http://www.ohsu.edu/aaeo) or call 503-494-5148.

### What if I have additional questions?

For more information about the federal reporting categories, please see the AAEO Department's website [www.ohsu.edu/aaeo](http://www.ohsu.edu/aaeo) or call 503-494-5148.