

VANDERBILT STAFF

CENSUS



How to Complete the Staff Census Oracle Journey

User Guide 2022

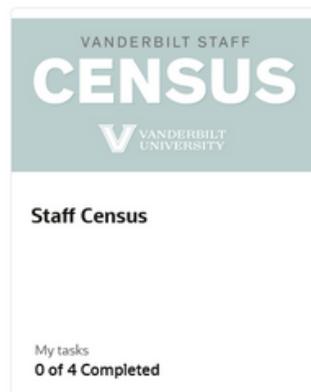
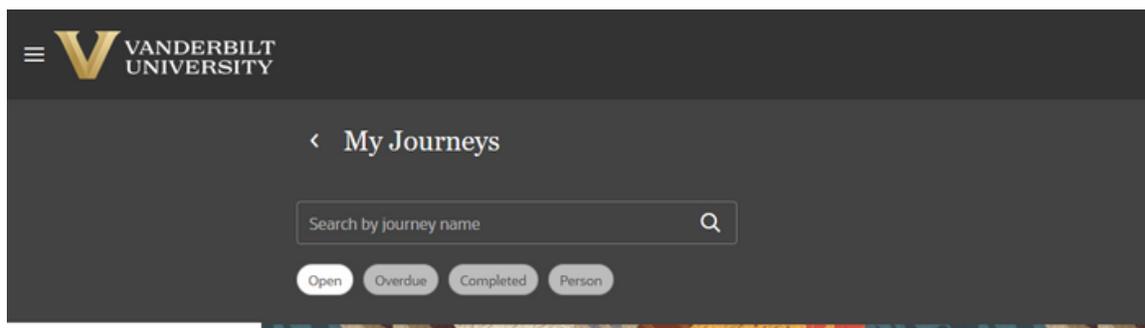
Accessing the Oracle Journey

Direct Link

- Click on the direct link to the Oracle Journey in the email you received, MyVU story or website. Skip to “About the Journey Tasks” section.

Recurring Access

- Log into Oracle at oraclecloud.vanderbilt.edu at any time while the census is open to access the Journey and review and update your information.
- Once logged in, click the Journeys module.
- Click the Staff Census Journey.

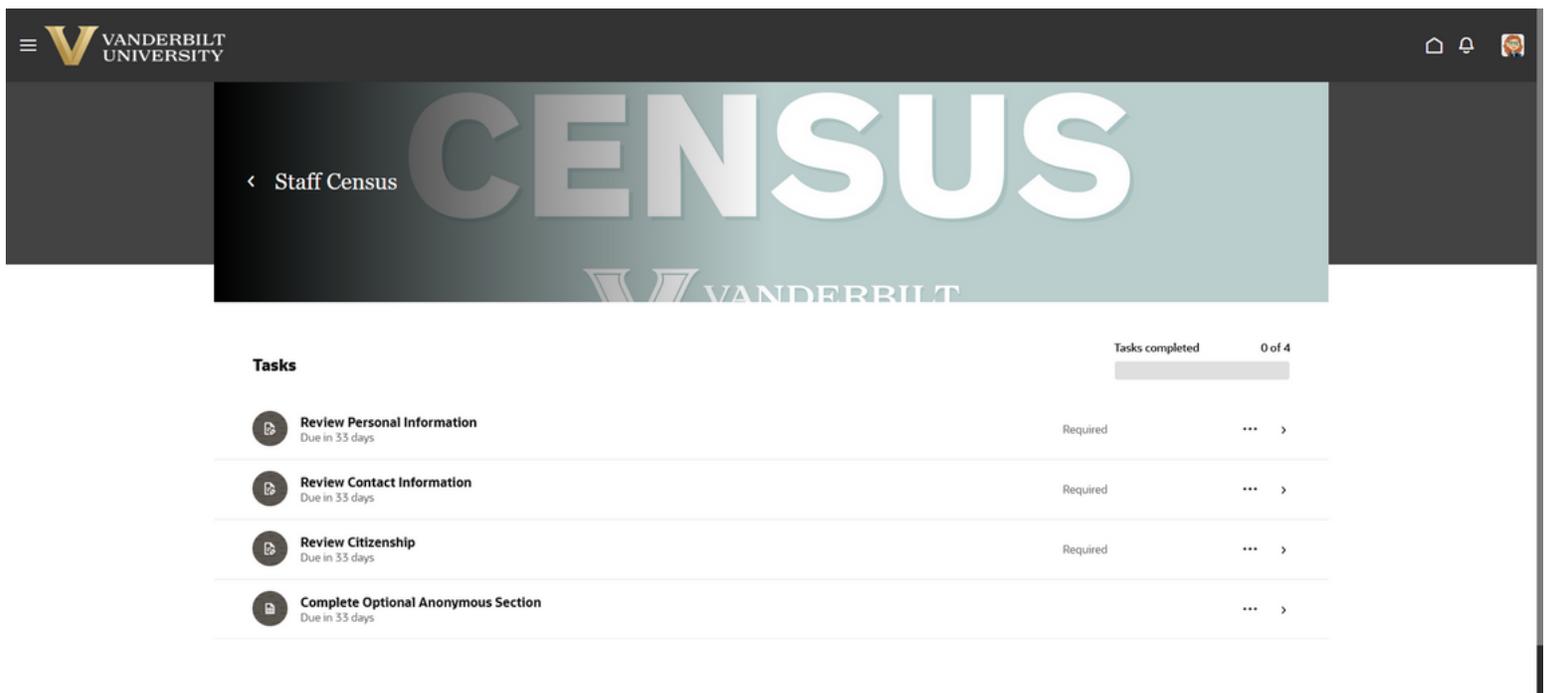


About the Journey Tasks

- The Personal Information, Contact Information and Citizenship tasks are required* and are completed in Oracle; you will have the opportunity to review your data in Oracle and update your employee record as needed.
- The Optional Anonymous Section is optional and is completed through a survey that is not tied to your employee record.

*You are required to go through these tasks and review your information; it is optional to update your information in these tasks.

Once you complete the Personal Information, Contact Information and Citizenship tasks in Oracle, you will automatically be entered into a drawing to win \$100 if completed by Oct. 21. Please make sure that you have fully completed these three tasks by clicking the Done button after each of them to close out the task.

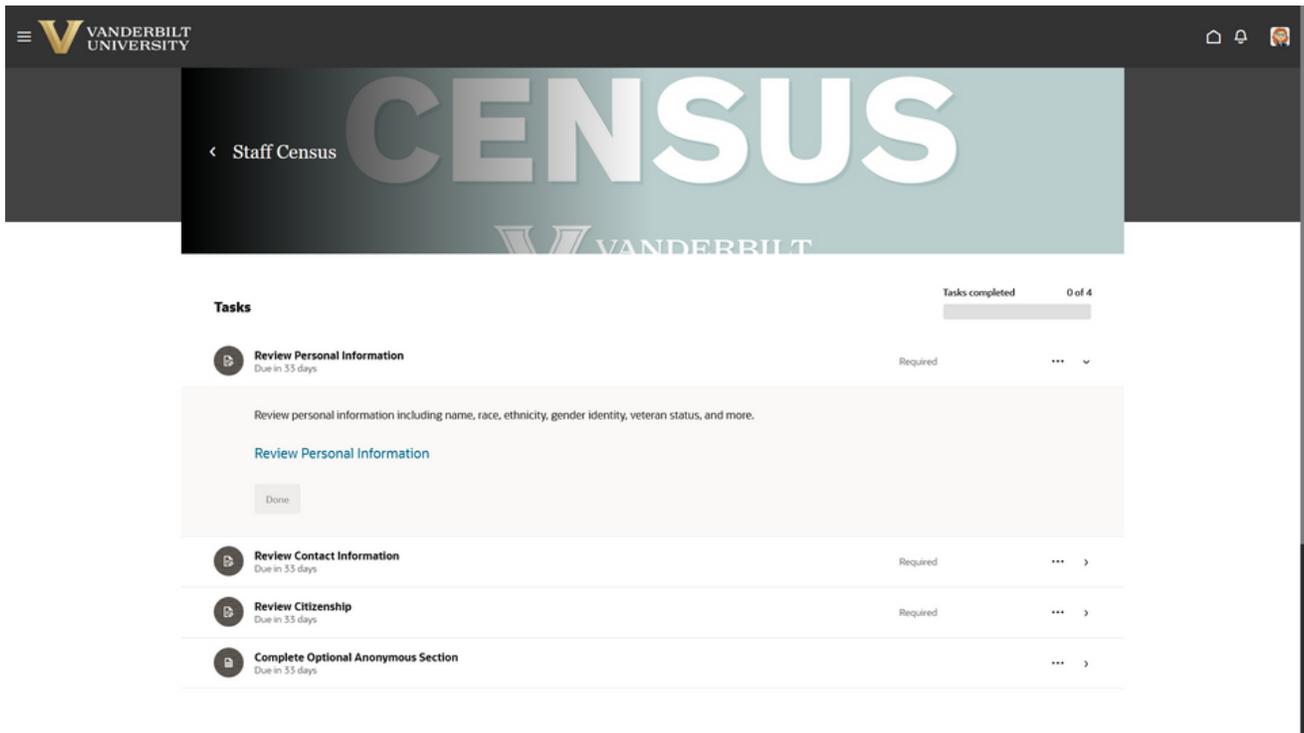


The screenshot displays the 'Staff Census' interface on the Vanderbilt University website. At the top left is the Vanderbilt University logo. The main header features the word 'CENSUS' in large, bold, white letters on a dark background, with 'VANDERBILT' in smaller white letters below it. A navigation breadcrumb shows '< Staff Census'. On the right side of the header, there are icons for home, notifications, and a user profile. Below the header, a 'Tasks' section is visible. It includes a progress indicator showing 'Tasks completed 0 of 4'. The task list contains four items, each with a circular icon, a title, a due date, and a status:

| Task Title | Due Date | Status | Action |
|-------------------------------------|----------------|----------|--------|
| Review Personal Information | Due in 33 days | Required | ... > |
| Review Contact Information | Due in 33 days | Required | ... > |
| Review Citizenship | Due in 33 days | Required | ... > |
| Complete Optional Anonymous Section | Due in 33 days | | ... > |

Task I: Review Personal Information

- Click Review Personal Information to see a description of the task.
- Click Review Personal Information to open the task.



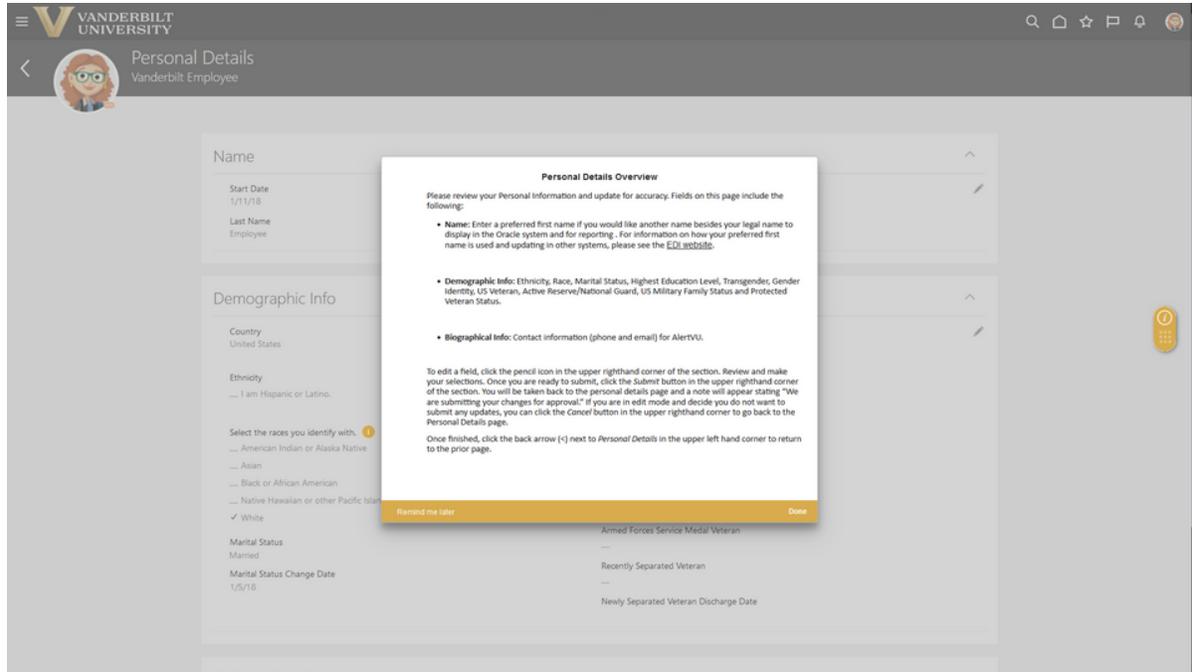
Personal Details Overview

Please review your personal information and update for accuracy.

- **Name:** Enter a preferred name if you would like another name besides your legal name to display in the Oracle system and for reporting.
- **Demographic Info:** Ethnicity, Race, Marital Status, Highest Education Level, Transgender, Gender Identity, US Veteran, Active Reserve/National Guard, US Military Family Status and Protected Veteran Status.
- **Biographical Info:** Contact information (phone and email) for AlertVU

Task I continued on the next page >>

Task I: Review Personal Information (part 2)



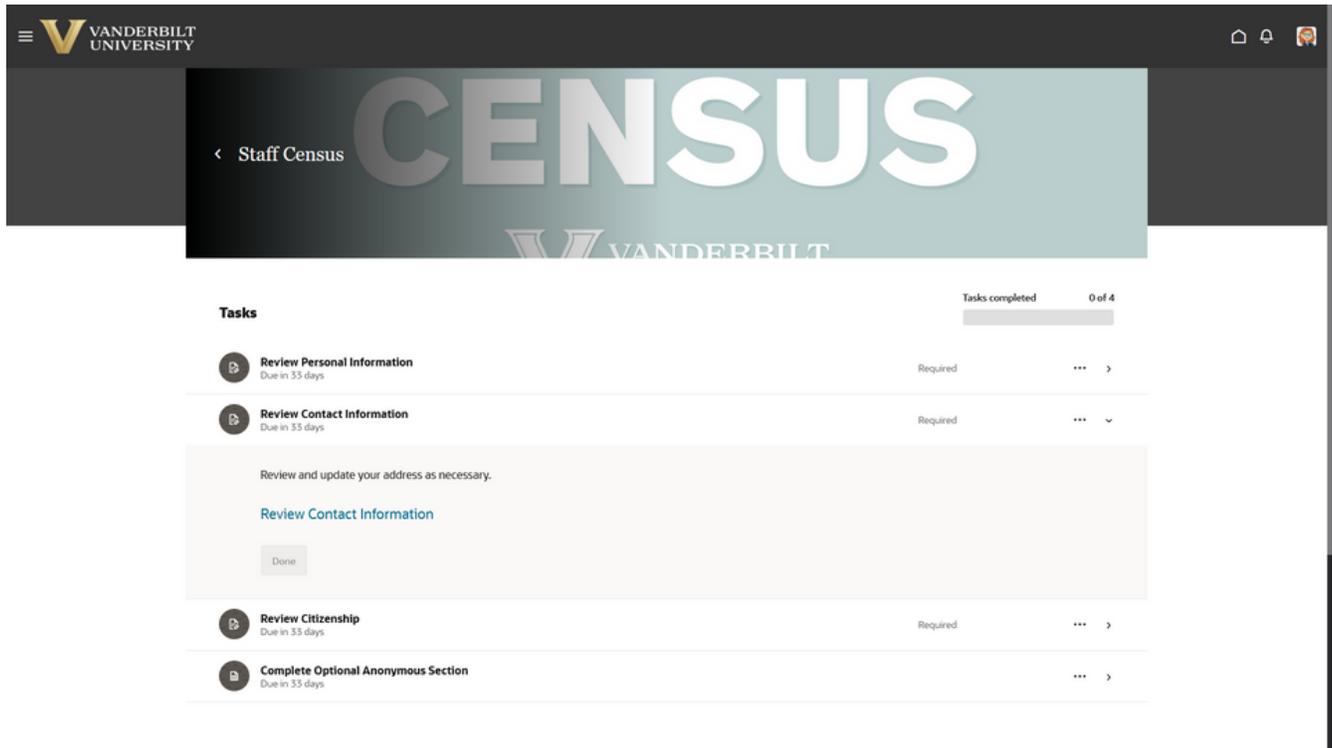
To edit a field, click the pencil icon in the upper righthand corner of the section. Review and make your selections. Once you are ready to submit, click the Submit* button in the upper righthand corner of the section. You will be taken back to the Personal Details page and a note will appear stating “We are submitting your changes for approval.” If you are in the edit mode and decide you do not want to submit any updates, you can click the Cancel button in the upper righthand corner to go back to the Personal Details page.

*Information you submit will be updated in your employee record.

Once finished, click the back arrow next to Personal Details in the upper lefthand corner to return to the Journey. Click back into the task you just completed and click the Done button if you are completely finished making updates and are ready to close out of the task.

Task II: Review Contact Information

- Click Review Contact Information to see a description of the task.
- Click Review Contact Information to open the task.



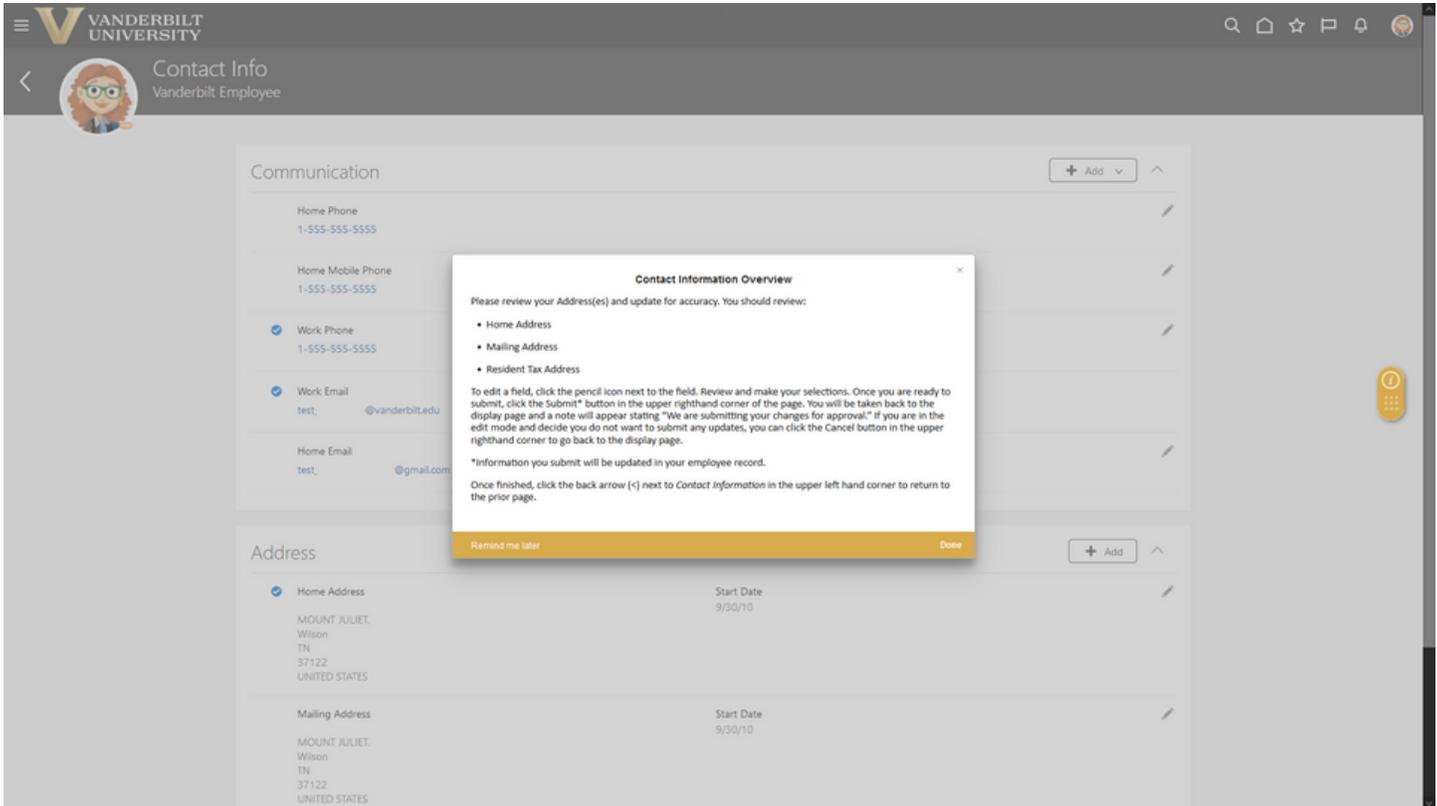
Contact Information Overview

Please review your Address(es) and update for accuracy. You should review:

- Home Address
- Mailing Address
- Resident Tax Address

Task II continued on the next page >>

Task II: Review Contact Information (part 2)



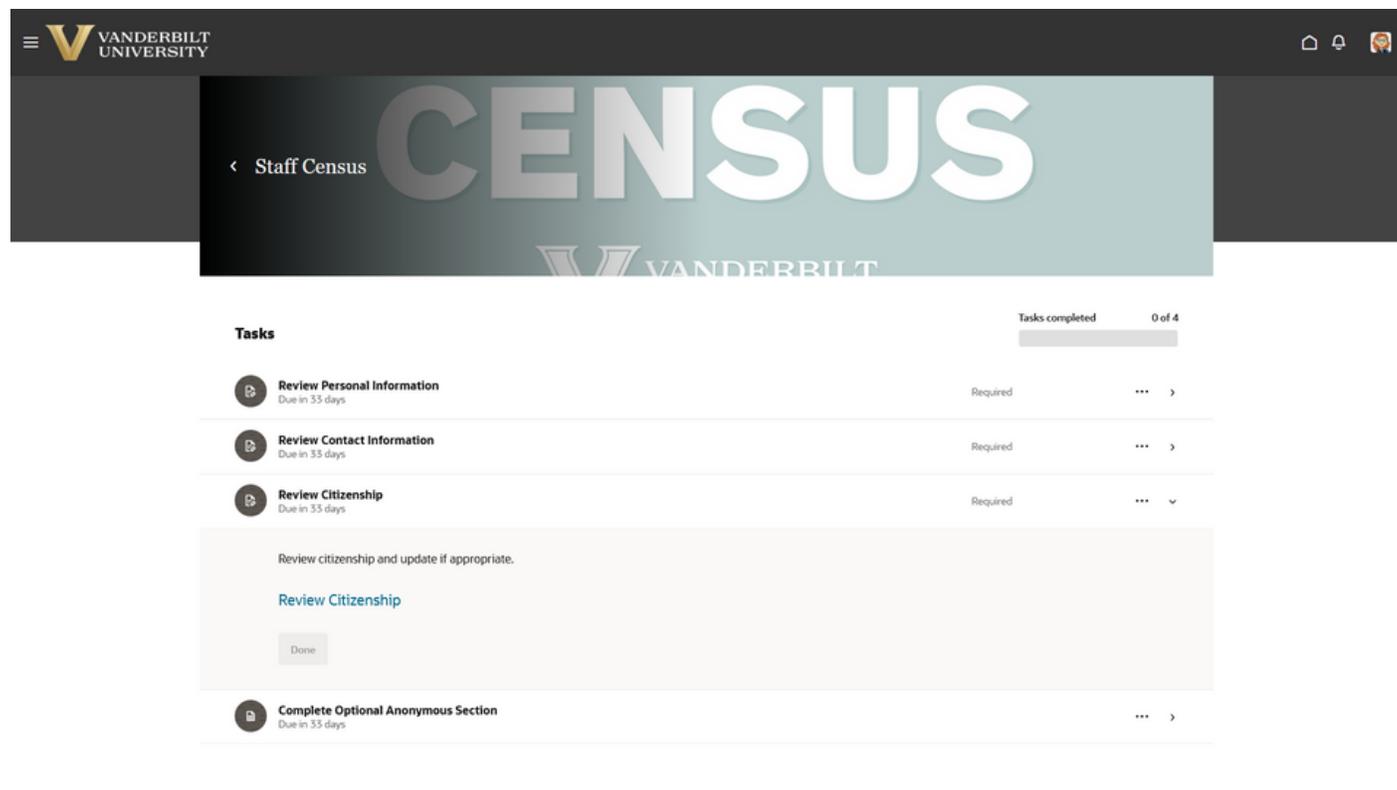
To edit a field, click the pencil icon next to the field. Review and make your selections. Once you are ready to submit, click the Submit* button in the upper righthand corner of the section. You will be taken back to the Contact Info page and a note will appear stating “We are submitting your changes for approval.” If you are in the edit mode and decide you do not want to submit any updates, you can click the Cancel button in the upper righthand corner to go back to the Contact Info page.

*Information you submit will be updated in your employee record.

Once finished, click the back arrow next to Contact Info in the upper lefthand corner to return to the Journey. Click back into the task you just completed and click the Done button if you are completely finished making updates and are ready to close out of the task.

Task III: Review Citizenship Information

- Click Review Citizenship Information to see a description of the task.
- Click Review Citizenship Information to open the task.



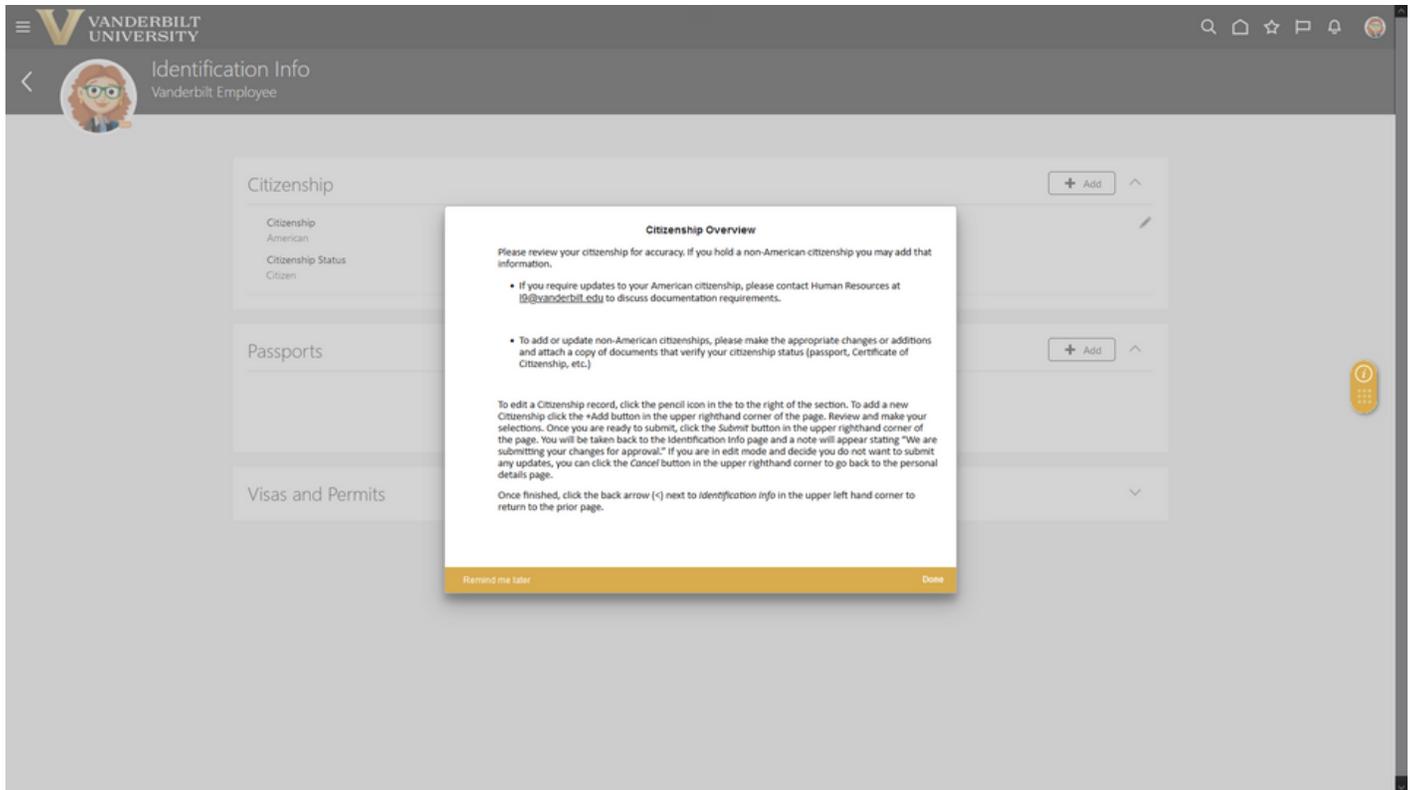
Citizenship Overview

Please review your citizenship for accuracy. If you hold a non-American citizenship you may add that information.

- Your US status (citizen, permanent resident, foreign national with a visa) can only be updated via Human Resources. Email I9@vanderbilt.edu to discuss documentation requirements. If you would like to let us know about a non-US citizenship that we do not have in the system, please make the appropriate changes or additions. No additional documentation is required.

Task III continued on the next page >>

Task III: Review Citizenship Information (part 2)



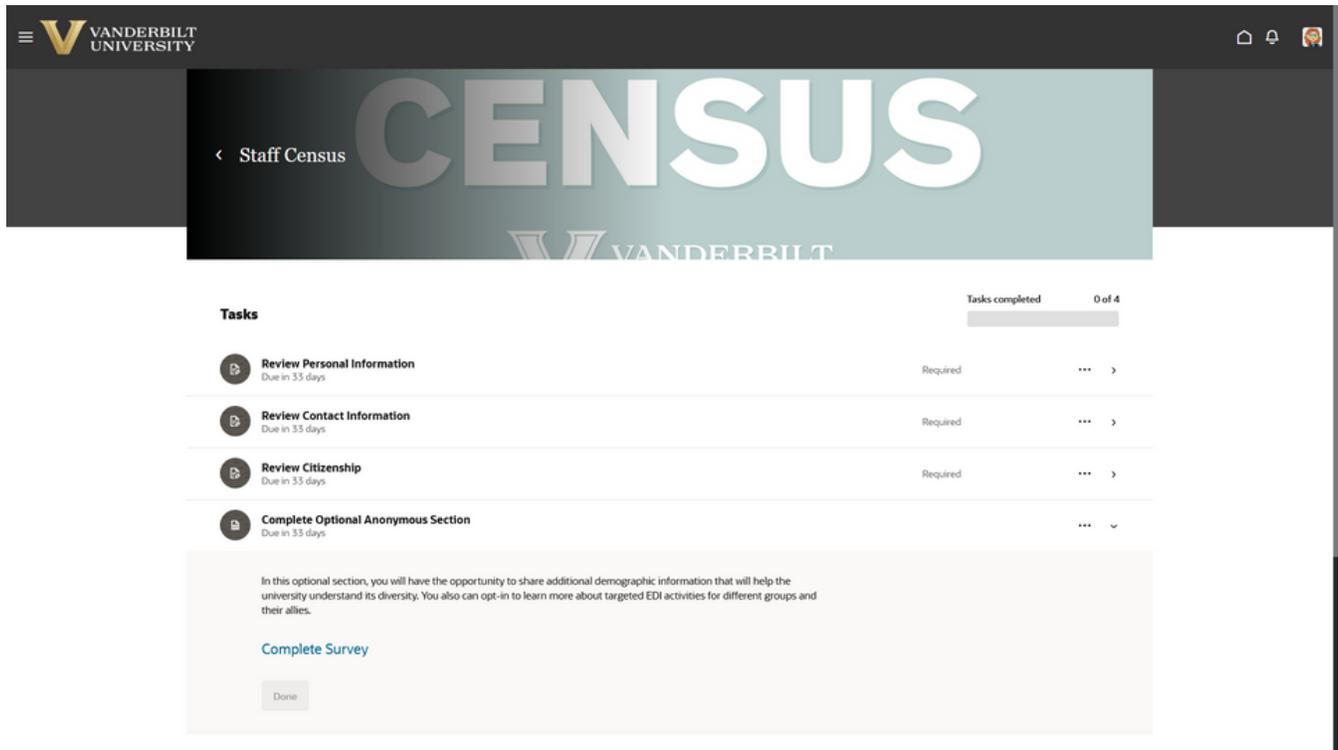
To edit a Citizenship record, click the pencil icon to the right of the section. To add a new Citizenship click the +Add button in the upper righthand corner of the page. Review and make your selections. Once you are ready to submit, click the Submit button in the upper righthand corner of the page. You will be taken back to the Identification Info page and a note will appear stating “We are submitting your changes for approval.”

If you are in edit mode and decide you do not want to submit any updates, you can click the Cancel button in the upper righthand corner to go back to the Identification Info page.

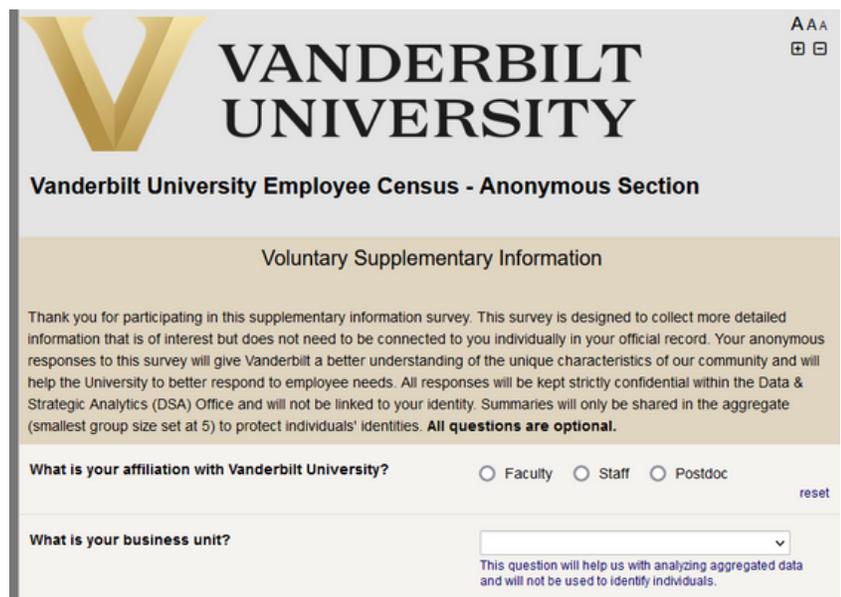
Once finished, click the back arrow next to Identification Info in the upper lefthand corner to return to the Journey. Click back into the task you just completed and click the Done button if you are completely finished making updates and are ready to close out of the task.

Task IV: Review Optional Anonymous Section

- Click Complete Optional Anonymous Section to see a description of this optional section.
- Click Complete Survey to be taken to a separate, optional survey that is not tied to your employee record.



In this optional section, you will have the opportunity to share additional demographic information that will help the university understand its diversity. You can also opt-in to learn more about targeted EDI activities for different groups and their allies.



Closing out of the Oracle Journey

Once you have completed the tasks, you can simply log out of Oracle to close out of the Oracle Journey. During the time the census is available, you can log back into Oracle and return to the Staff Census Journey to access the tasks and review or update your information if needed. When you are completely finished with the Oracle Journey, please make sure you have clicked the Done button after the Personal Information, Contact Information and Citizenship Information tasks to be entered into the incentive drawing. We ask that you only complete the Optional Anonymous Section once.

Questions?

Learn more at vu.edu/staffcensus. If you have additional questions, contact human.resources@vanderbilt.edu.