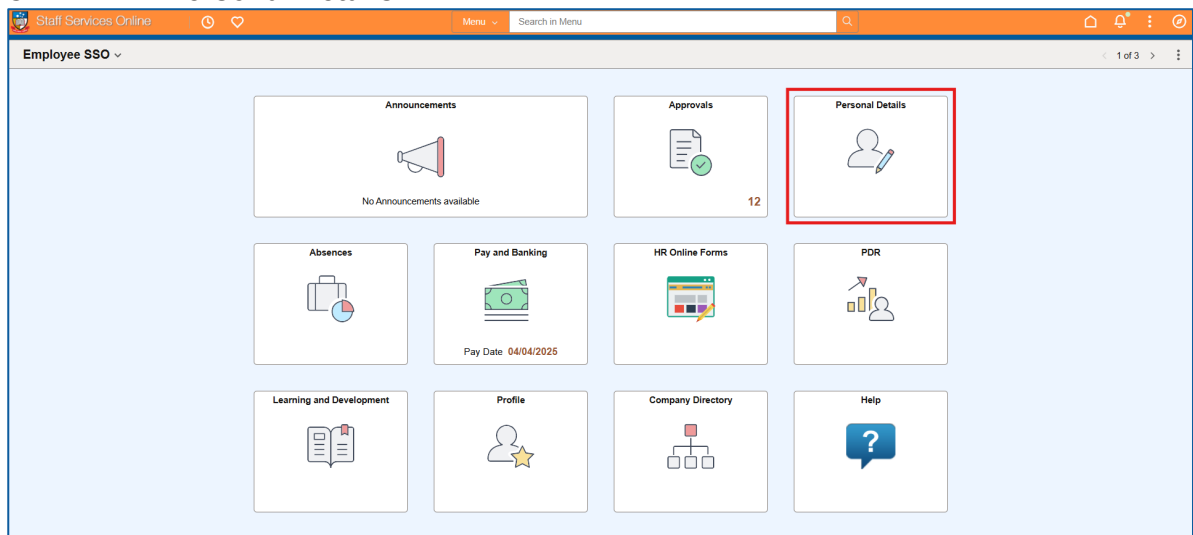


Staff Services Online

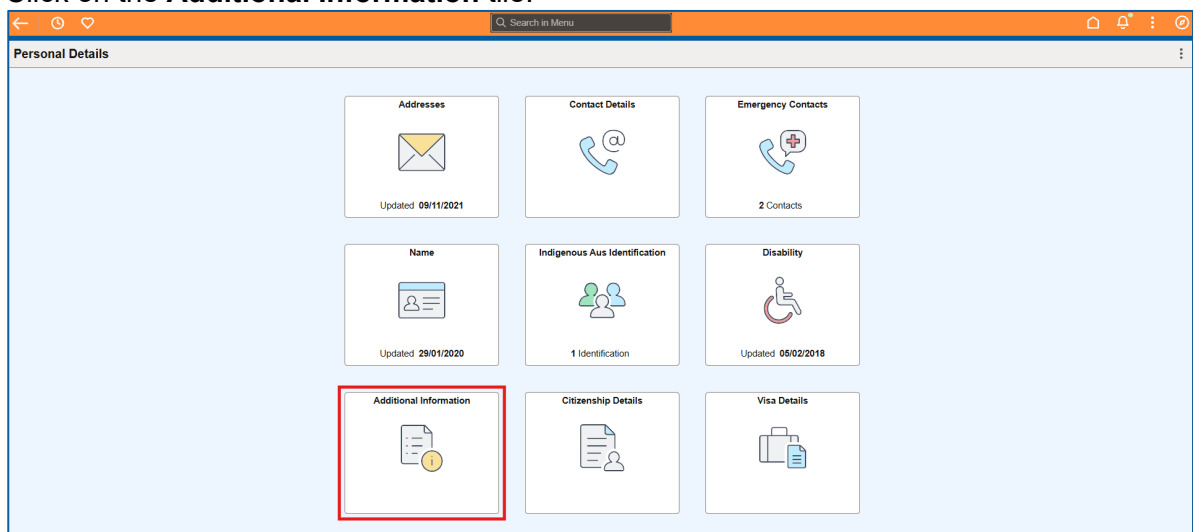
Adding Additional Information – Gender

Procedure

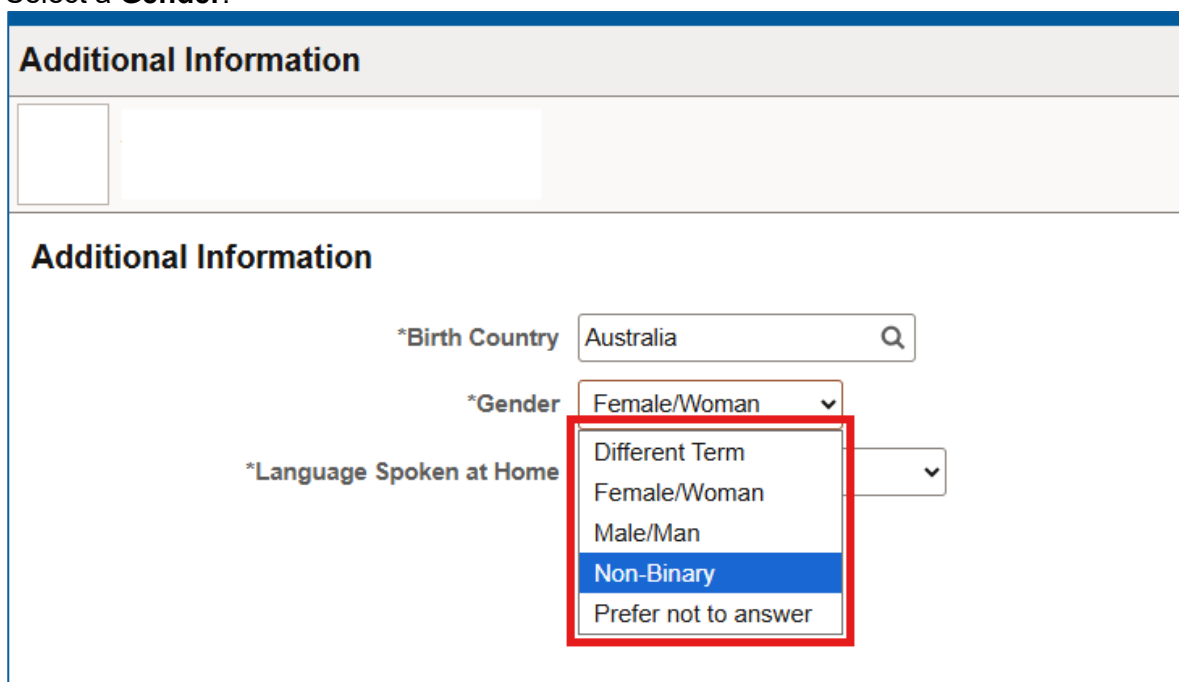
1. Log in to Staff Services Online (SSO) using <https://sso.adelaide.edu.au>.
2. Click on the **Personal Details** tile.



3. Click on the **Additional Information** tile.



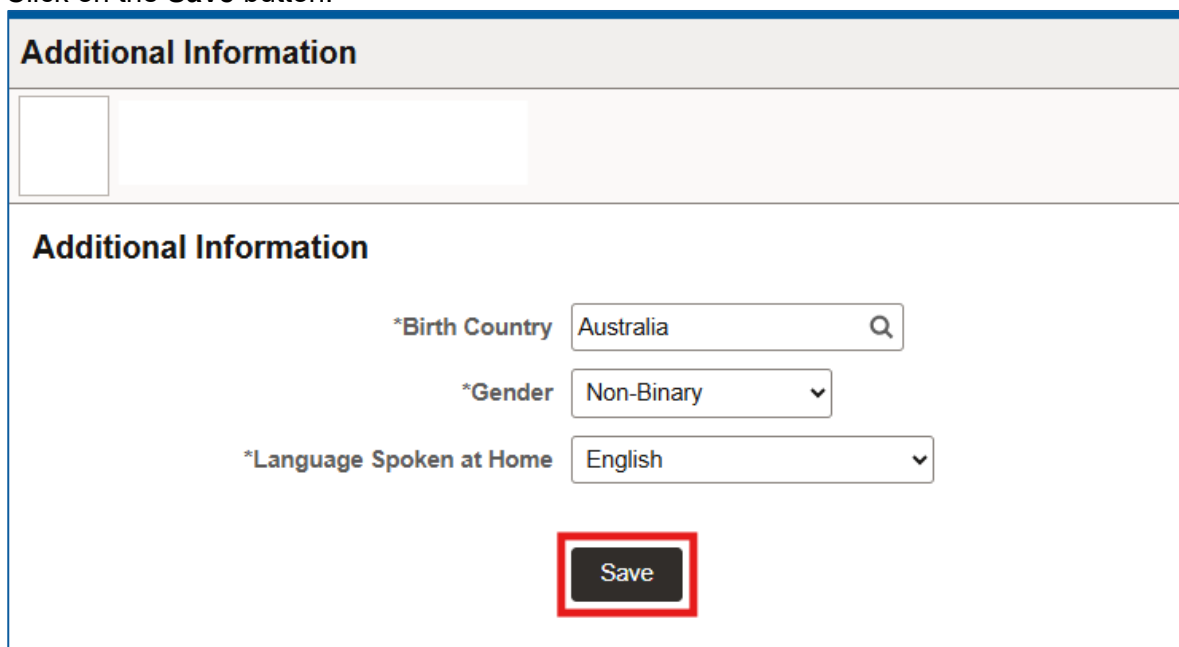
4. Select a **Gender**.



The screenshot shows a web form titled "Additional Information". It contains three fields: "*Birth Country" with a search bar containing "Australia", "*Gender" with a dropdown menu, and "*Language Spoken at Home" with a dropdown menu. The "*Gender" dropdown menu is open, showing options: "Female/Woman", "Different Term", "Female/Woman", "Male/Man", "Non-Binary" (highlighted in blue), and "Prefer not to answer". A red rectangle highlights the dropdown menu.

For more information on the meaning of each value, please visit the [Australian Bureau of Statistics](https://www.abs.gov.au/australian-bureau-of-statistics) website.

5. Click on the **Save** button.



The screenshot shows the same "Additional Information" form. The "*Gender" dropdown menu is now closed and set to "Non-Binary". The "*Language Spoken at Home" dropdown menu is also closed and set to "English". A red rectangle highlights the "Save" button at the bottom of the form.

Further enquiries

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