

New federal guidelines offer staff the chance to more accurately identify ethnic and racial heritage

The federal government has developed a new way to report ethnicity and race. The changes should provide a more accurate picture of the nation's ethnic and racial diversity. Most important, these changes will allow our MCPS community to accurately report the diversity in which we take so much pride.

Changes include:

- The use of a new two-part question that allows for more accurate reflection of ethnic heritage,
- The term “Hispanic” has been changed to “Hispanic or Latino,”
- The racial category “Asian or Pacific Islander” has been separated into two new categories—“Asian” and “Native Hawaiian or Pacific Islander;” and
- The ability to select one or more races from the five racial groups.

How can you make sure your heritage is reflected in your employee information? Between January 18 and February 18, MCPS will offer staff the chance to update their ethnicity and race information using the new guidelines. Make sure you take advantage of this opportunity.

Here are the steps to take:

1. **Check your MCPS Outlook e-mail on January 18.** You will receive an e-mail that explains the changes in detail and answers frequent questions about this opportunity.
2. **Using the link provided in the e-mail, log into Human Resources Online (HRO)** between January 18 and February 18. Log in using your MCPS username and password, the same one you use to check your MCPS Outlook e-mail. You will be taken to the online form that will allow you to update your ethnicity and race information using the new guidelines.

Having trouble?

For assistance with your MCPS username, contact the MCPS Help Desk at 301-517-5800.

If you can't remember your MCPS password, use myID, the MCPS password management system. Simply search for “myID” from the search box on any MCPS Web page.

For help navigating the form or for additional information, visit the ERSC website or enter “staff ethnicity and race” in the search box on any MCPS Web page.

