

Quick Reference Guide: *Veteran Status Identification***Keep in mind**

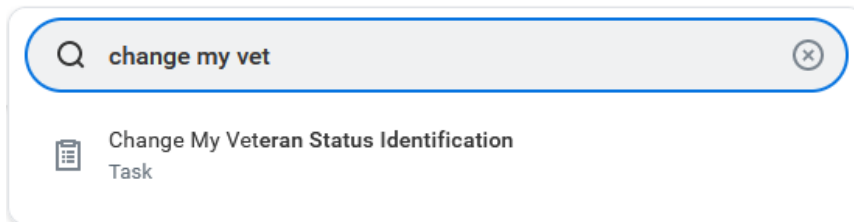
- Recording a veteran status is entirely voluntary, and you will not be penalized for any option you select.
- You may change your veteran status at any time.

Information Needed

None required. If applicable, it may be helpful to verify the date of your most recent military discharge, any campaign badges or medals, and/or any service-related disability information before changing your identification.

Steps:

1. In the search box, type “**Change My Veteran Status Identification.**” Either select the suggestion that appears below the search box or press Enter and select “**Change My Veteran Status Identification**” under “Tasks and Reports.”



or

Tasks and Reports

[Change My Veteran Status Identification](#)

Task

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2. Ensure that your name is entered in the Worker box.

3. Click the orange **OK** button  at the bottom of the screen.

4. Please review the text explaining why the University asks for this information and defining the different types of protected veteran. This will help you determine which veteran status to select.

5. You must select one of the three options from the drop-down in the **Veteran Status** field.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- I AM NOT A PROTECTED VETERAN
- I DO NOT WISH TO SELF-IDENTIFY

- You may wish to select “I Am Not A Protected Veteran” if you have never served in the United States armed forces OR if you have served in the United States armed forces, but do not fit into any of the categories of protected veterans defined in the text.
- You may wish to select “Identify as One or More of the Classifications of Protected Veterans” if **any** of the following apply to you:
 - You receive or are entitled to compensation from the Secretary of Veterans’ Affairs.
 - You were discharged or released from active duty in the United States armed forces due to a disability connected with your military service.
 - You were released from active duty in the United States armed forces within the past three years.
 - You have received a campaign badge or service medal from the United States government.

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For a more detailed description of all types of protected veterans, please review the definitions of the protected veteran classifications displayed on the screen.

- You may wish to select “I Do Not Wish to Self-Identify” if you prefer not to disclose your veteran status or lack thereof.

6. Once you have selected your veteran status, click the **Submit** button  at the bottom of the screen.