

**From:** Denver Public Schools [[mailto:connect\\_humanresources@dpsk12.org](mailto:connect_humanresources@dpsk12.org)]  
**Sent:** Tuesday, November 1, 2016 XXXX  
**To:** xxxxxx  
**Subject:** Action Required: Verify and Update Employee Contact Information



Dear DPS,

Please take a moment to review the employee information we have on file for you below. If this information is not accurate, please follow the instructions provided below for updating it. We are required by law to report voluntary, self-identification of race and ethnicity, which is submitted annually in November.

DRAFT

DPS

Hispanic or Latino Origin

No

Ethnicity

Race 1:xxx  
Race 2:  
Race 3:  
Race 4:  
Race 5:

Mailing Address

xxxxx

Second Address:

CO  
xxxxx

Personal Email Address

xxxxxxx

Phone

Emergency Contact

#1:  
#2:

DRAFT

If the above information is accurate, you do not need to do anything further. If any of this information is incorrect or missing, please click on the below links for instructions, then log in to GHR Talent Management to update your information. Please note that you must complete this action on DPS equipment, not your home computer.

- Click here for instructions on how to update your Race/Ethnicity.
- Click here to update your home address, personal email address or phone number.
- If you are experiencing Java issues when logging into GHR Talent Management, see the Troubleshooting Guide.

The DoTS Hotline can assist you with resolving JAVA issues on a DPS computer or if you experience issues while trying to log in to GHR Talent Management. If you are located in a school, please contact your Site Technical Representative for assistance prior to contacting DoTS. If you are able to log in but cannot complete these tasks, contact HR Connect via email or call 720-423-3900.

Please complete the above actions by this Friday, Nov. 4. Thank you very much in advance for your support.

