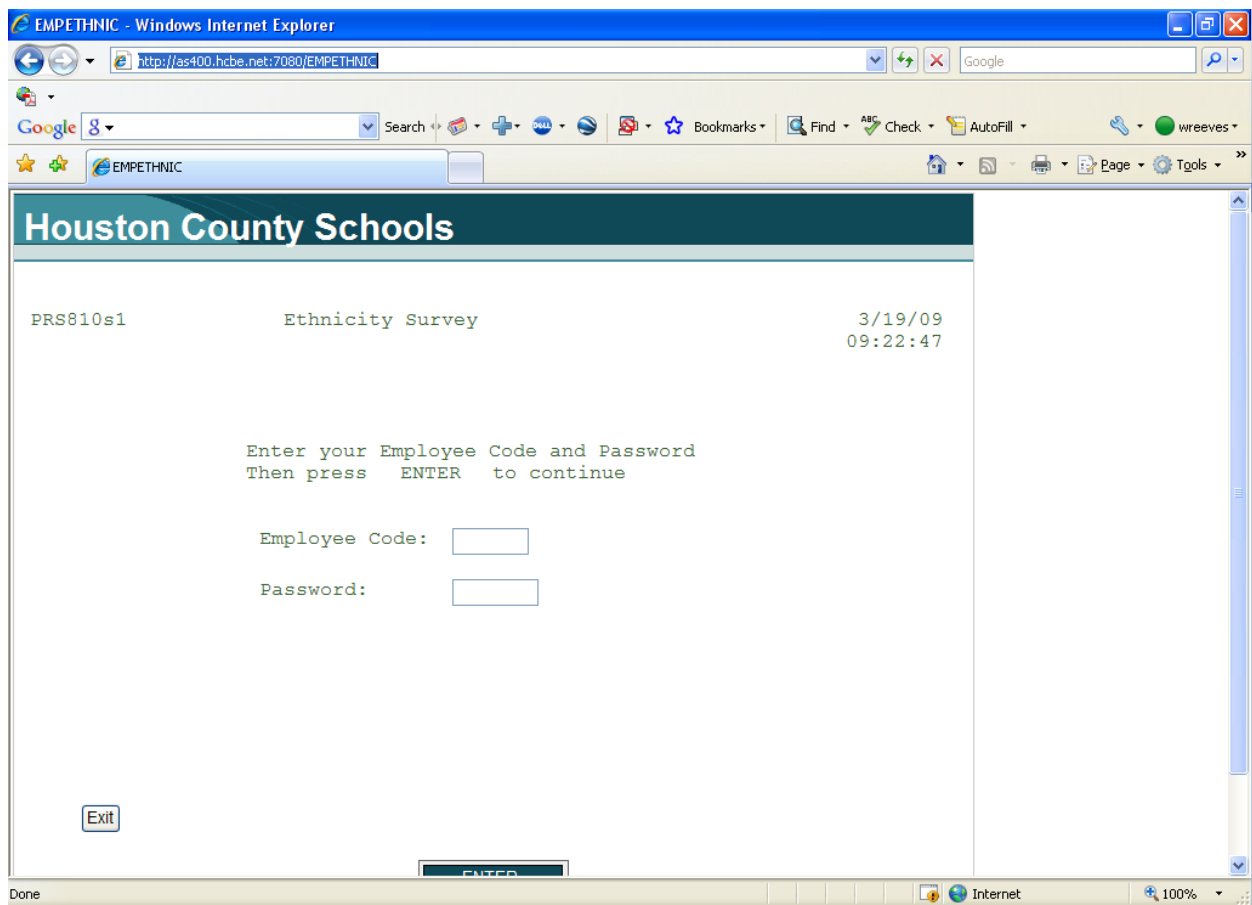


Employee Ethnicity Survey

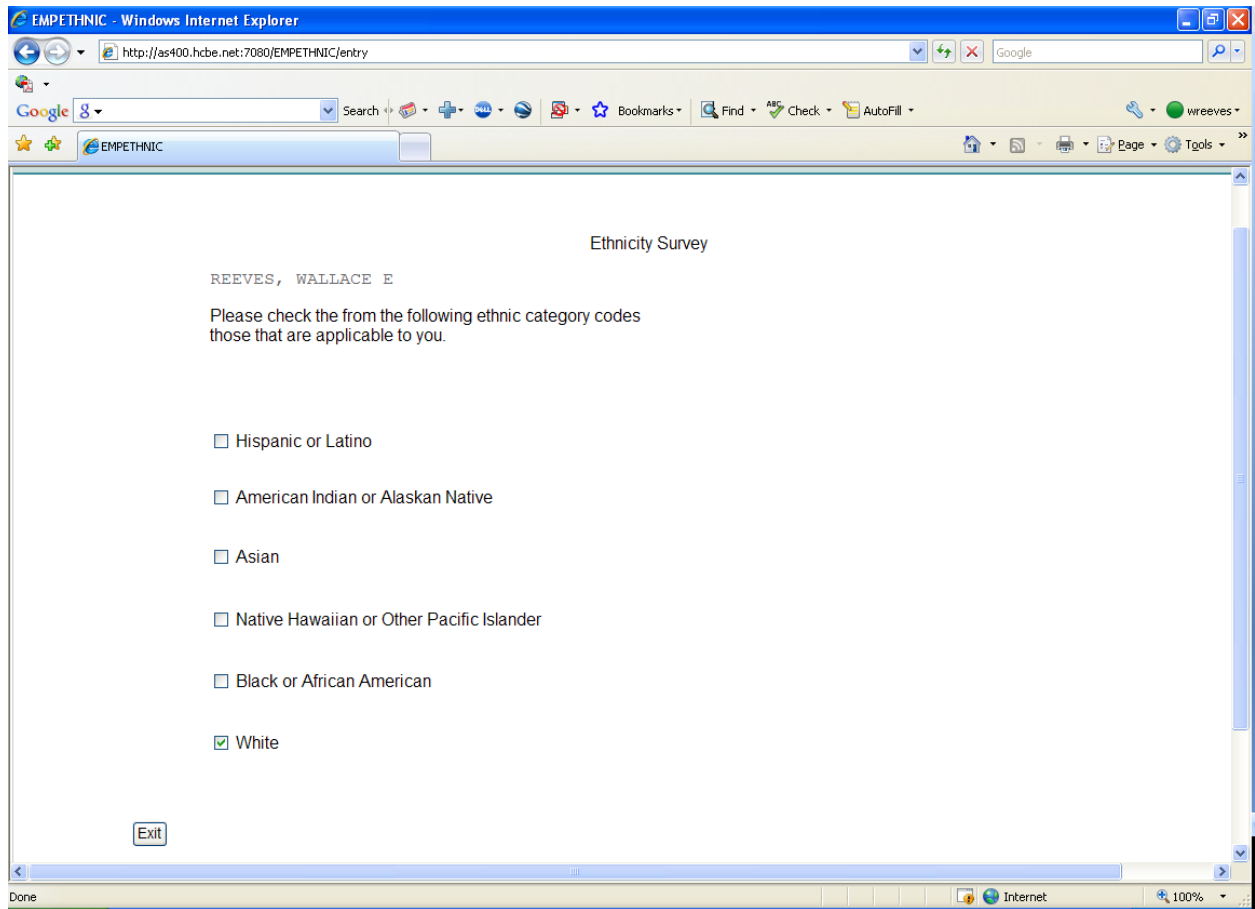
New state and federal guidelines require a differing set of codes for ethnicity for both staff and students. These requirements also stipulate the school systems permit employees to be surveyed to define their ethnicity. Houston County Schools has elected to provide employees an on-line, web-based survey tool to facilitate this requirement. The following link is used to access the web application.

<http://as400.hcbe.net:7080/EMPETHNIC>

Once this link (which is case sensitive) has entered or selected, the following login page will display



Enter the same employee login code you use for employee benefits open enrollment or professional leave requests. After entering both the employee login code and associated password, click the “Enter” button on the page or press the enter key on the keyboard. The following page will appear.



Click the check boxes to the left of the different categories to identify your ethnicity. You may check multiple boxes, but you must check at least one box. Once you have completed checking the appropriate box or boxes, click the "Enter" button at the bottom of the page or press the enter key on the keyboard. The web application will then be disconnected, and you may close your browser session.