

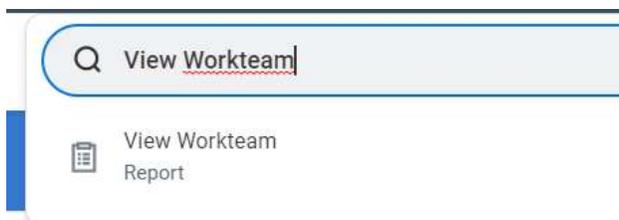
# Join a BRG or D&I Council (Workteam)



Join a Business Resource Group (BRG) or Diversity and Inclusion (D&I) Council. These are setup as “workteams” in Workday.

## View Workteam – Join a BRG

1. In the search bar, search for “View Workteam”

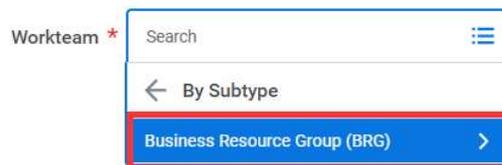


2. SELECT the BRG you are interested in by navigating to By Subtype> Business Resource Group (BRG)> Select a BRG

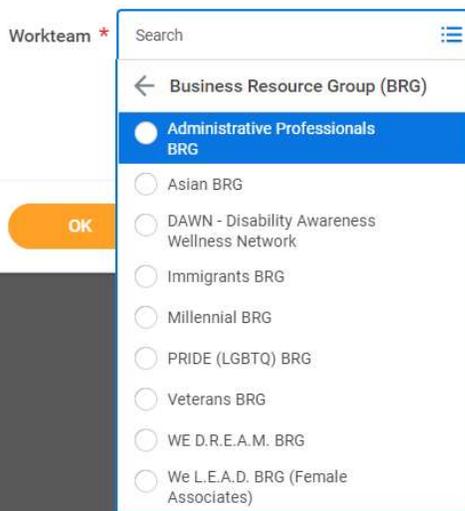
1 View Workteam



2 View Workteam



3 View Workteam





### 3. JOIN a BRG

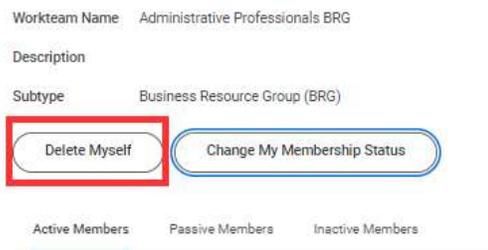
Click on the “Add Myself” button to join the BRG. This will show your interest in the BRG so you can be included in communication and meetings



**NOTE:** when you join a BRG, your membership is public

### 4 (OPTIONAL). DELETE your BRG Membership

Click on the “Delete Myself” button if you joined a BRG in error



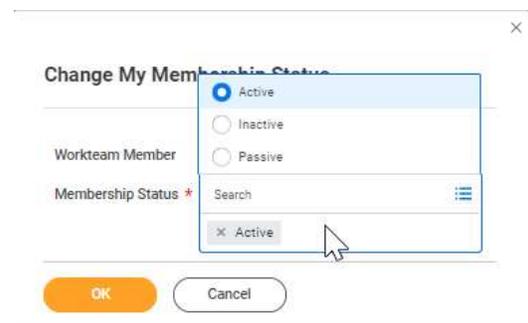
### 5 (OPTIONAL). CHANGE your BRG Membership

Click on the “Change My Membership Status” button if you would like to update your active/inactive status.

*Active* – You would like to be included on the distribution list for this BRG

*Inactive* – You were once an active member but not longer want to be included in communications about this BRG

*Passive* – Do not use



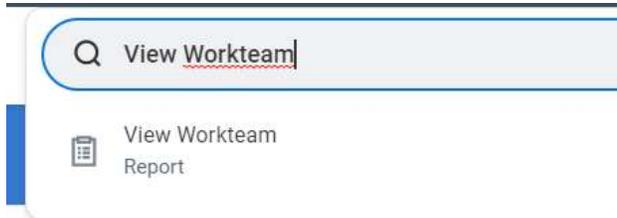
# Join a D&I Council (Workteam)



6. (Optional). REPEAT steps 1-3 to join additional BRGs

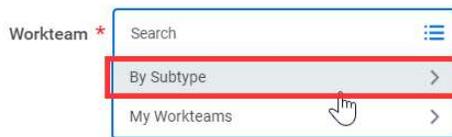
## View Workteam – Join a D&I Council

7. In the search bar, search for “View Workteam”



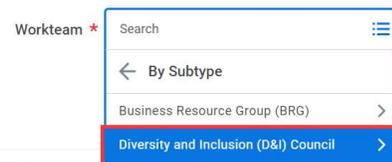
8. SELECT the D&I Council you are interested in by navigating to By Subtype> Diversity and Inclusion (D&I) Council> Select a D&I Council

### 1 View Workteam



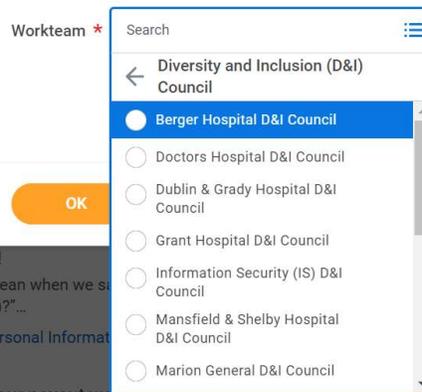
### 2

#### View Workteam



### 3

#### View Workteam



# Join a D&I Council (Workteam)

## 9. JOIN a D&I Council

Click on the “Add Myself” button to join the D&I Council. This will show your interest in the D&I Council so you can be included in communication and meetings

**View Workteam** Berger Hospital D&I Council  

Workteam Name Berger Hospital D&I Council

Description **Diversity and Inclusion Councils**  
Diversity and Inclusion Councils work to operationalize diversity and inclusion, and strive to increase the understanding of diverse groups within the workforce, and strive to create an inclusive environment for all.

Subtype Diversity and Inclusion (D&I) Council

**Add Myself**



**NOTE:** when you join a D&I Council, your membership is public

## 10. (OPTIONAL). DELETE your D&I Council Membership

Click on the “Delete Myself” button if you joined a BRG in error

**View Workteam** Berger Hospital D&I Council 

Workteam Name Berger Hospital D&I Council

Description **Diversity and Inclusion Councils**  
Diversity and Inclusion Councils work to operationalize diversity and inclusion, and strive to increase the understanding of diverse groups within the workforce, and strive to create an inclusive environment for all.

Subtype Diversity and Inclusion (D&I) Council

**Delete Myself** Change My Membership Status

## 11. (OPTIONAL). CHANGE your D&I Council Membership

Click on the “Change My Membership Status” button if you would like to update your active/inactive status.

*Active – You would like to be included on the distribution list for this D&I Council*

*Inactive – You were once an active member but not longer want to be included in communications about this D&I Council*

*Passive – Do not use*

Workteam Name Berger Hospital D&I Council

Description **Diversity and Inclusion Councils**  
Diversity and Inclusion Councils work to operationalize diversity and inclusion, and strive to increase the understanding of diverse groups within the workforce, and strive to create an inclusive environment for all.

Subtype Diversity and Inclusion (D&I) Council

Delete Myself **Change My Membership Status**

Change My Membership Status

Active  
 Inactive  
 Passive

Workteam Member

Membership Status \* Search 

× Active

OK Cancel

## 12. (Optional). REPEAT steps 7-9 to join additional D&I Councils



This completes the join BRG or D&I Council process