

Accessibility Settings

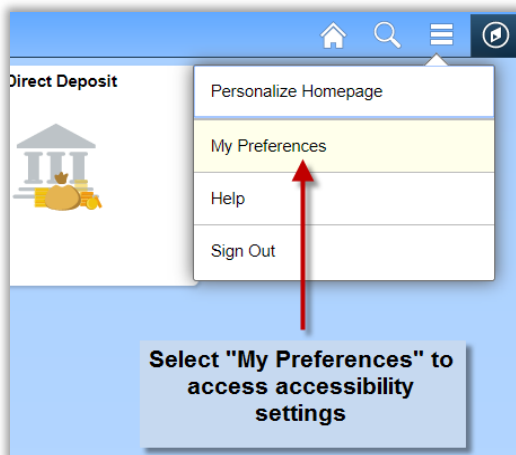
Accessibility settings can be modified from either a desktop or a mobile device.

Changing Accessibility Settings

1. Click on the Action List icon in the upper right corner.



2. Select the My Preferences menu option from the list.



3. Select one of the follow settings from the Accessibility Features drop down menu:
 - a. **Accessibility features off** – Select this option to disable accessibility features.
 - b. **Use accessible layout** mode – Select this option to enable all of the accessibility features that are available, including the feature that presents the page in a linear format. This option is designed for blind users who use assistive technology, such as screen readers.
 - c. **Use standard layout mode** – Select this option to enable accessibility features if you want support for visibility impairment (for example, if you use a screen magnifier), but do not rely solely on a screen reader. This mode provides bold highlighting of page elements to indicate where you are on a page, but it does not alter the page layout or provide full accessibility features for screen readers. For example, this mode does not provide table summaries and column headings for every table column.
4. Click the Save button in the top right corner to save the settings.

The screenshot shows the 'My Preferences' page in the Employee Self Service system. The page title is 'My Preferences' and it is under the 'General Settings' section. A sub-section titled 'General Options' contains the 'Accessibility Features' setting. The current selection is 'Accessibility features off', and the dropdown menu is open, showing three options: 'Accessibility features off', 'Use accessible layout mode' (highlighted in blue), and 'Use standard layout mode'. A red arrow points from a text box to the 'Use accessible layout mode' option. Another red arrow points from a text box to the 'Save' button in the top right corner.

Employee Self Service My Preferences

General Settings

General Options

Accessibility Features Accessibility features off

Accessibility features off

Use accessible layout mode

Use standard layout mode

Save

Select this option from the "Accessibility Features" drop-down menu

Save your new settings by clicking the "Save" button