**eProfile: View/Modify Military Status**

This document provides an overview of updating military status using the self-service function available via My Akron, The University of Akron’s portal. This self-service application enables employees to view their current information and make updates as needed.

There is a tutorial which accompanies this document. Please visit the [Software Training Services](http://www.uakron.edu/training/ie.dot) website for a complete list of tutorials.

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**Important Tips to Remember when working in My Akron**

- You will be logged out automatically after 20 minutes of inactivity
- Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website: [http://www.uakron.edu/training/ie.dot](http://www.uakron.edu/training/ie.dot)
- If you experience difficulty in logging in and you have cookies enabled, clear the cache on your computer. For instructions on clearing cache, please visit the following website: [http://www.uakron.edu/training/ie.dot](http://www.uakron.edu/training/ie.dot)
- ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session
- Avoid using the browser’s Back button to navigate while in My Akron. Always use the links available on the page to navigate within My Akron. Keep in mind, you may need to use the scroll bar to view some of these links
Log in to My Akron

1. Navigate to My Akron. From the main page (http://www.uakron.edu) click the link for My Akron.

   ![My Akron Home Page](image)

   NOTE: You may also enter the url https://my.uakron.edu directly into the address bar of your browser.

2. Log in to My Akron with your UAnet ID and password:

   ![University of Akron Login](image)

   Contact the Support Desk at 330-972-6888 if you have forgotten your UAnetID and/or password.
3. You are now logged in to the portal. The particular page shown below is the “My Page” tab. Clicking the **Home** hyperlink from within the portal will always return you to this tab (My Page).

4. Click the “**Faculty/Staff**” tab.
5. Notice the various options available under the **My Profile** heading under “Employee Services”.

![My Profile options](image)
View/Modify Military Status

1. Click the Military Status link from the main My Profile page.

2. The Veteran Status page is displayed. The first section provides Definitions.
3. In the next section, **Self-Identification**, select the appropriate option (using the **Definitions** section above to determine the appropriate status).

4. The **Reasonable Accommodation Notice** provides information for disabled veterans.

5. Click the **Submit** button to save your changes.

6. You will be asked if you are sure you want to submit the information. Click **OK**.
7. You will receive confirmation of the submission. Click OK.

For questions regarding Personal Information updates:
Staff, Faculty, Contract Professionals and Graduate Assistants call 330-972-7096
or e-mail Human Resources at: hr_info_services@uakron.edu