eProfile: View/Modify Disability Status

This document provides an overview of updating disability 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 web site for a complete list of tutorials.

<table>
<thead>
<tr>
<th>Important Tips to Remember when working in My Akron</th>
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<tbody>
<tr>
<td>✓ You will be logged out automatically after 20 minutes of inactivity</td>
</tr>
<tr>
<td>✓ Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website: <a href="http://www.uakron.edu/training/ie.dot">http://www.uakron.edu/training/ie.dot</a></td>
</tr>
<tr>
<td>✓ 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: <a href="http://www.uakron.edu/training/ie.dot">http://www.uakron.edu/training/ie.dot</a></td>
</tr>
<tr>
<td>✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session</td>
</tr>
<tr>
<td>✓ 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</td>
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</table>
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 login page]

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]

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”.

![Employee Services](image-url)
1. Click the **Disability Status** link from the main My Profile page.

2. The **Voluntary Self-Identification of Disability** page is displayed. The first section provides an explanation of why you are being asked to complete the form.

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.
3. In the next section, **How do I know if I have a disability?**, review the information regarding what constitutes a disability and then select the appropriate option.

4. The **Reasonable Accommodation Notice** provides information regarding the federal law which requires employers to provide reasonable accommodations to qualified individuals with disabilities.

To request a reasonable accommodation, contact The University of Akron ADA Coordinator, Michelle Smith, at 330-972-5146 or msmith5@uakron.edu
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