

Quick Reference Guide: *Disability Status Self-Identification***Keep in mind**

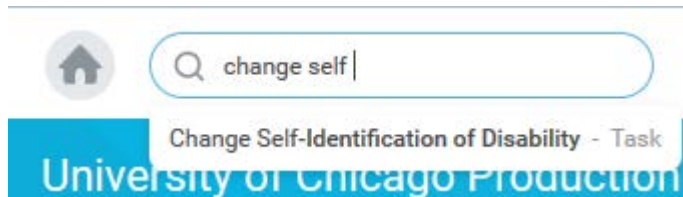
- Disability status self-identification is entirely voluntary. Your responses will be kept confidential.
- You may change your disability status self-identification at any time.

Information Needed

None required.

Steps:

1. In the search box in the upper left-hand corner of Workday, type “**Change Self-Identification of Disability.**” Either select the suggestion that appears below the search box or press Enter and select “**Change Self-Identification of Disability**” in the gray box labeled “Tasks and Reports.”



or

Search Results 1 items

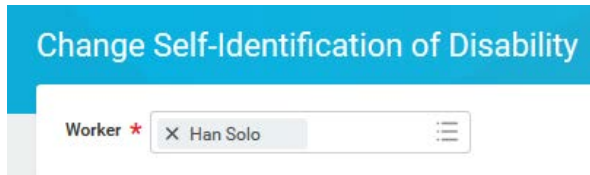
Tasks and Reports

[Change Self-Identification of Disability](#)

Tip: try selecting another category from the left to see other results

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2. Ensure that your name is entered in the Worker box.



Change Self-Identification of Disability

Worker *

3. Click the orange “OK” button at the bottom of the screen.
4. Please review the text explaining why the University asks for this information and given examples of disabilities.
5. You must select one of the three options at the bottom of the screen.

Please check one of the boxes below:

- Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
- No, I Don't Have A Disability, Or A History/Record Of Having A Disability
- I Don't Wish To Answer

6. Once you have made a selection, click the orange “Submit” button at the bottom of the screen.