Shawnee State
UNIVERSITY

Personal Information: Edit Disability Information in Bear Trax
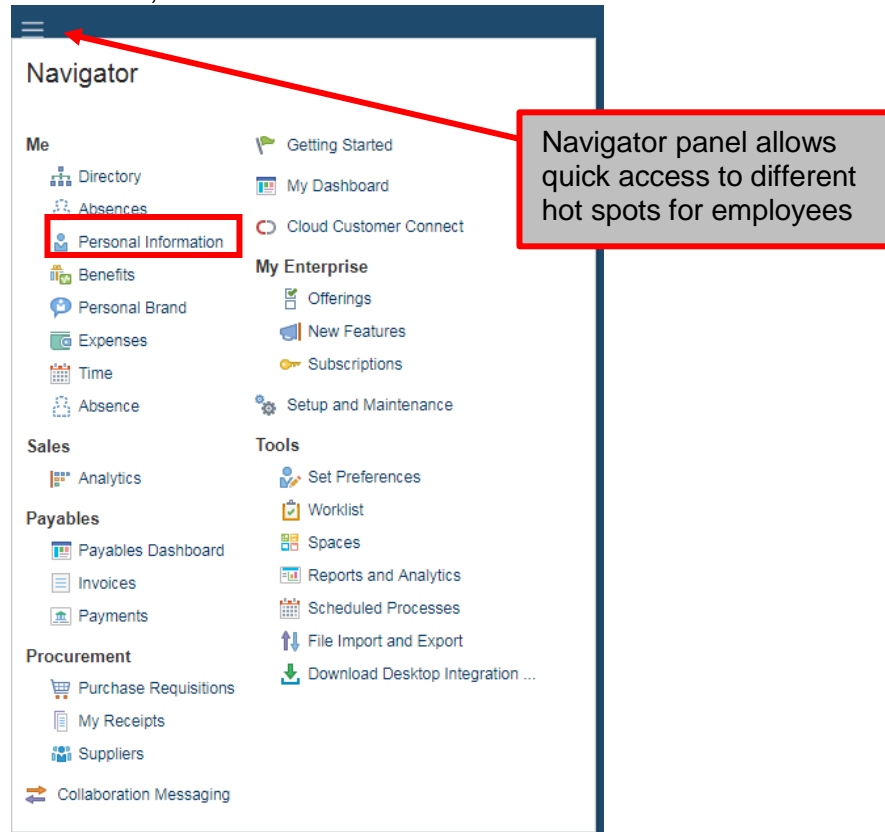*All Employees*

Introduction

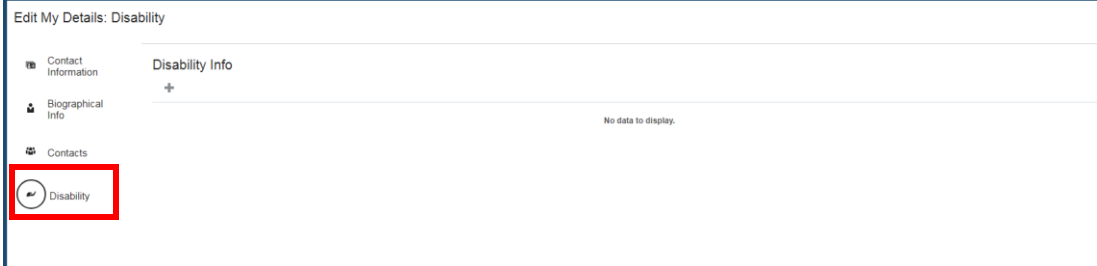|	
Purpose:	The purpose of this task is to view or make a change to your Disability Information through Bear Trax.
How to Access:	Go to the Home Screen by clicking the [home] icon.

Click the [menu] Icon.

Under "Me," click "Personal Information."

Navigator panel allows quick access to different hot spots for employees

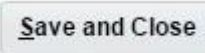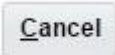View My Details under your Personal Information

Click the **Edit** button. From this screen, you can view and edit your personal information.

Click the icon on the left to access the Disability Information screen.

Edit My Details: Disability

Contact Information	Disability Info
Biographical Info	+
Contacts	No data to display.
Disability	

Helpful Hints:	Be sure to keep in mind that…

- You can change information regarding your forms of contact, biographical information, contacts, and disability information via the left-hand navigation icons on the edit screen.

- Through this screen, you can change your disability information and upload supporting documentation.

- You may also submit requests for accommodations through this screen.

- You must always click **Save and Close** before exiting the editing screen, or your changes will not be saved.

- After changes are made, they may enter a workflow requiring manager or HR approval.

- If you wish to cancel your changes, simply click **Cancel** and you will be taken back to the Personal Information main screen.

Procedure:	Here are the steps to edit your disability information through the Disability Information screen:

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Add New Information on a Disability

1. Click the "plus" icon to add new information.

Edit My Details: Disability   Save and Close Cancel

- Contact Information
- Biographical Info
- Contacts
- Disability

Disability Info

+

No data to display.

2. A new window will pop up, asking you to choose the country you are residing in. Select the appropriate option from the drop-down menu and click "Continue."

Country

Country ▼

Continue   Cancel

3. As required, complete or edit the following fields:

Field Name	Required / Optional	Description
Country	Not editable	Unable to edit the country.
Self-Disclosed Disability	Optional	Three buttons: choose the one that applies.
Disclosure Date	Optional	Enter the date you first disclosed this information.
Effective Start Date	Required	Enter the date this information will become applicable.
Reasonable Accommodation Request	Optional	If you require accommodations to fulfill your job duties, and they are reasonable, enter them here.
Attachments	Optional	To submit supporting documentation, upload attachments here. 1. Click the "plus" icon. 2. Fill out the required fields describing the document you are attaching. 3. Click "Choose File" to upload the attachment.

Use this section to attach supporting information on your disability

4. Once finished, click **Save and Close** .

Edit Existing Disability Information

1. Make changes as needed to various fields.

2. To add or delete attachments, do so in the Attachments section toward the bottom.

3. Once finished, click **Save and Close** .

Delete Existing Disability Information

1. Click the ✕ icon toward the top of the page, beneath "Disability Information."

2. Once finished, click **Save and Close** .

Updated Disability Information

Closing Notes

By following these steps, you have made changes to your Disability information. All new changes are displayed on the main Personal Information page as well as the Disability Information page.