Turning on the Accessibility Features in SiS

Turning on the accessibility features improves the accessibility of SiS when you use a screen-reader such as JAWS for Windows or VoiceOver on the Mac.

Available to students, faculty and staff, the accessibility features include:

- Alternate text for images, group boxes, buttons, collapsible section icons, and hide and expand grid tabs.
- Table summaries and column headings for table columns.
- Additional links and anchors that enable keyboard-only users to bypass navigation content, such as page tabs.
- The removal of icon links within a page and the removal of page links from the bottom of pages to reduce redundancy when using screen reader software.
- A feature that presents the elements on the body of a page in a linear format.

For assistance with setting up this feature or for help with a screen-reader, please contact:

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Phone: 978.934.6800
Email: Disability@uml.edu
Location: University Crossing, 220 Pawtucket Street, Suite #300

By following the instructions in this job aid, you will be able to:
- Turn on the accessibility feature
- Change the format of the main menu
- Turn off the accessibility feature

Procedure
Turn on the Accessibility Features
Log into SiS and click on the **Main Menu** link in the upper left corner of the screen.

Image of SiS home page with Main Menu circled.

1. Click the **My Personalizations** menu.
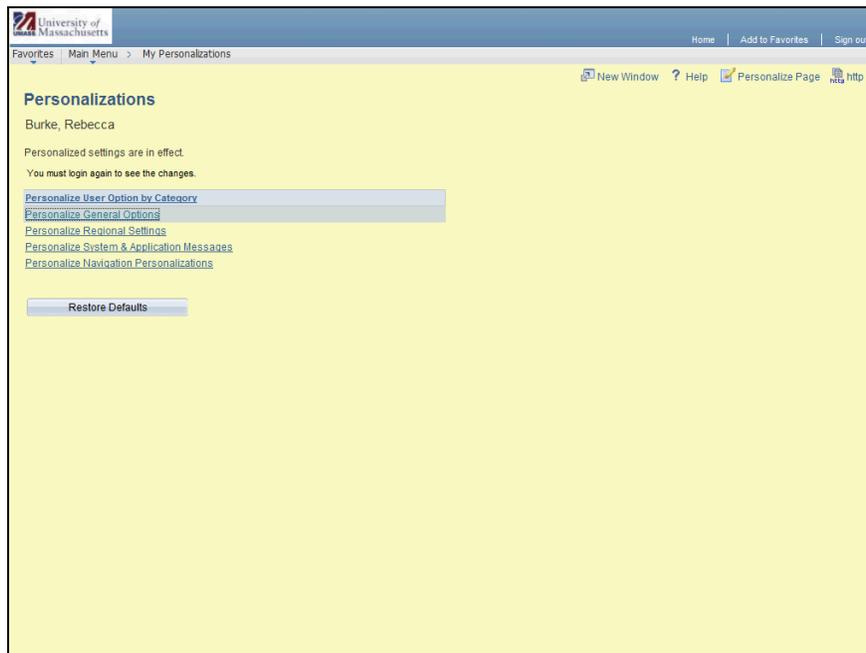
Image of Personalizations page.

2. Click the **Personalize General Options** link.
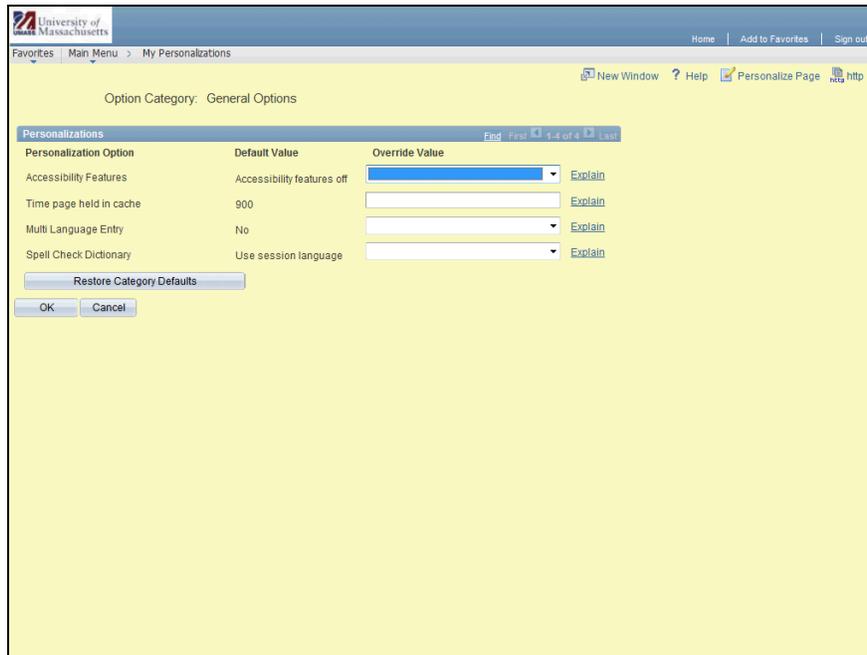

Image of General Options page.

3. Click the **Override Value** combo box.

4. Select the **Use accessible layout mode** list item.

5. Click the **OK** button.
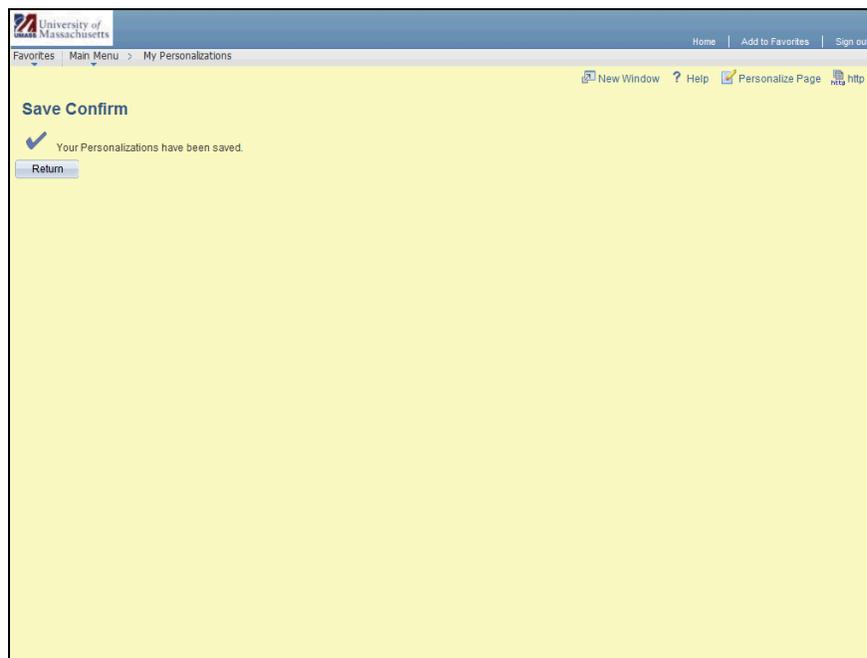
Image of Save Confirm page.

6. Click the **Return** button on the **Save Confirm** page.

In order for the changes to take effect, you will have to sign out of SiS and then sign back in.

7. Click the **Sign out** link in the upper right corner.

8. Return to the SiS home page and sign in again.

Change Your Main Menu

The following steps are optional but highly recommended for screen-reader users. Changing how the Main Menu is displayed may enhance your experience with the accessibility feature. The menu items and submenus will be displayed vertically as links. They will be listed in the same order as they appear in the Main Menu, not in alphabetical order.

1. On the SiS home page, click the **Personalize Content** link in the upper right corner.

The **Personalize Content: My Page** screen will appear.
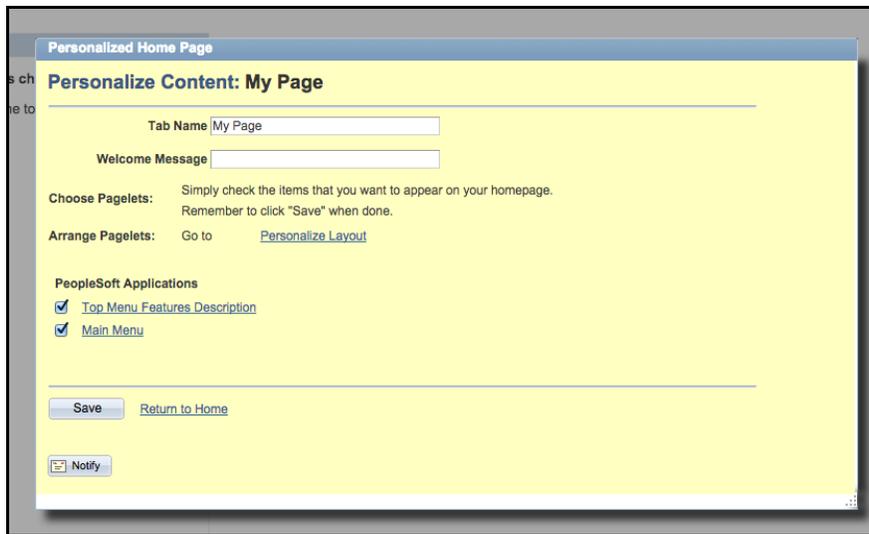
Image of Personalize Content: My Page

2. Under PeopleSoft Applications, click in the check box to select **Main Menu**.

3. Click the **Save** button.

4. Click **Return to Home**.

5. The Main Menu will be displayed in the new format below the Top Menu Features Description.
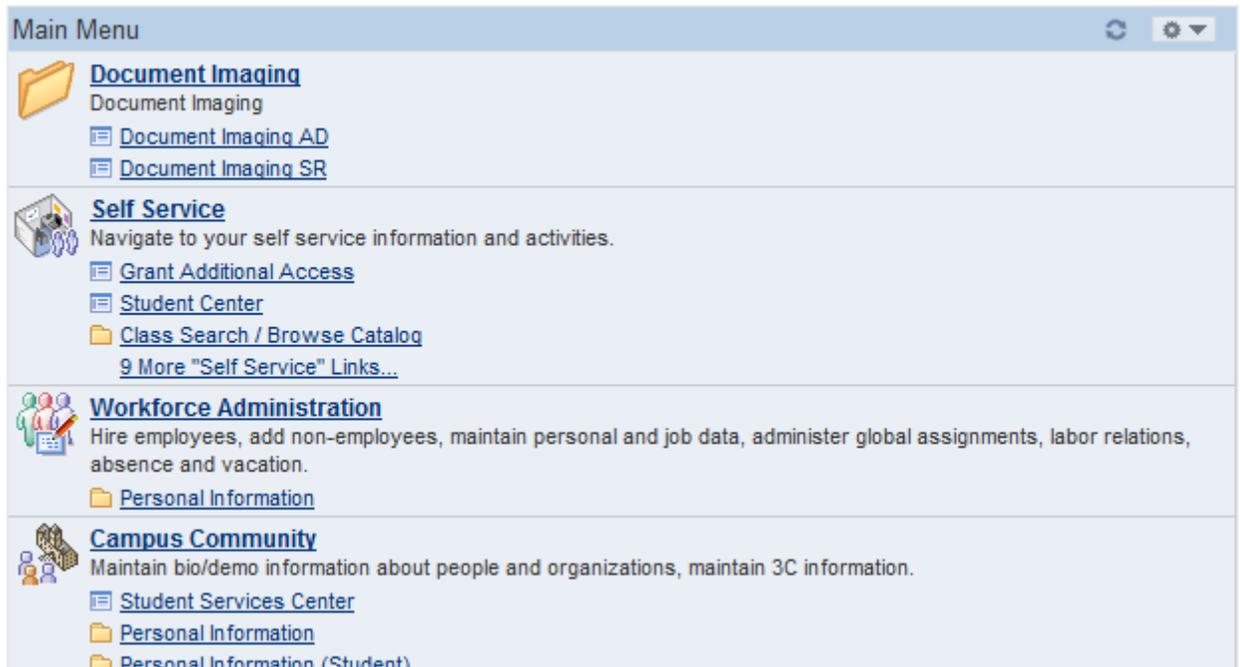
Image of Main Menu in Vertical Link Format

6. You may wish to minimize the **Top Menu Features Description**.

- To do so, click on the **Pagelet Settings** icon ⚙▼ to the right of the "Top Menu Features Description" heading.
- Click on **Minimize**. If you wish to restore this information, click on the same icon, then click on **Expand**.
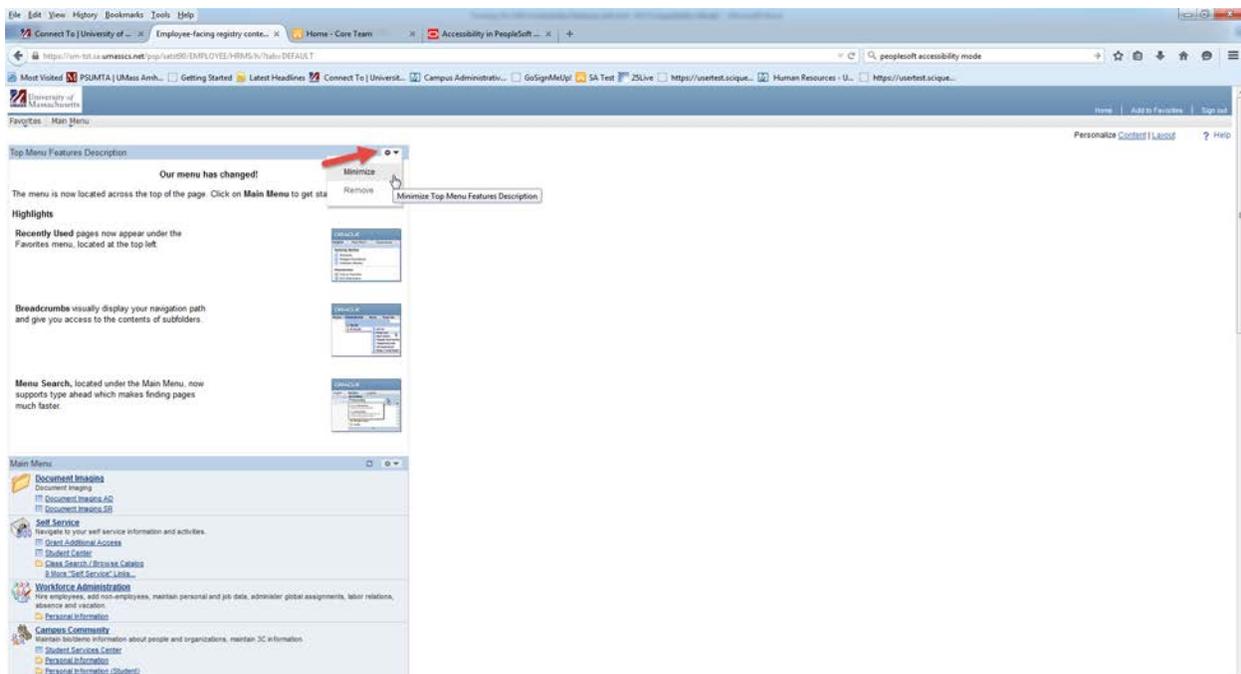
Image of Home Page with Arrow Pointing to Pagelet Settings icon.

7. If you want to remove the vertical menu format:

- Click on the **Pagelet Settings** icon ⚙▼ to the right of the Main Menu.
- Click on **Remove**. The Removal Confirmation page will appear.
- Click on **Yes – Remove**.

Image of Pagelet Settings menu.

Removal Confirmation

? Are you sure you wish to remove this pagelet from your home page?
You can add it later by going to the 'Personalize Home Page Content' page.

[Yes - Remove] [No - Do Not Remove]
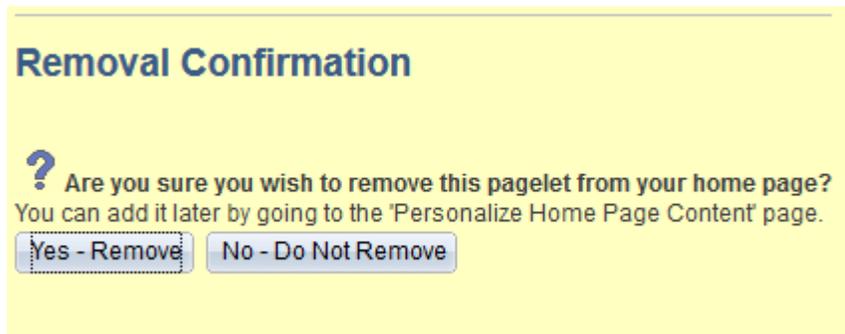
Image of Removal Confirmation page.

Turn Off the Accessibility Features

1. On the **Main Menu**, click on **My Personalizations**.
2. On the **Personalizations** page, click the **Restore Defaults** button.
3. Click the **OK** button. The **Save Confirm** page will appear.
4. Click **Return**.
5. Sign out of SiS, then sign in again to effect the change.
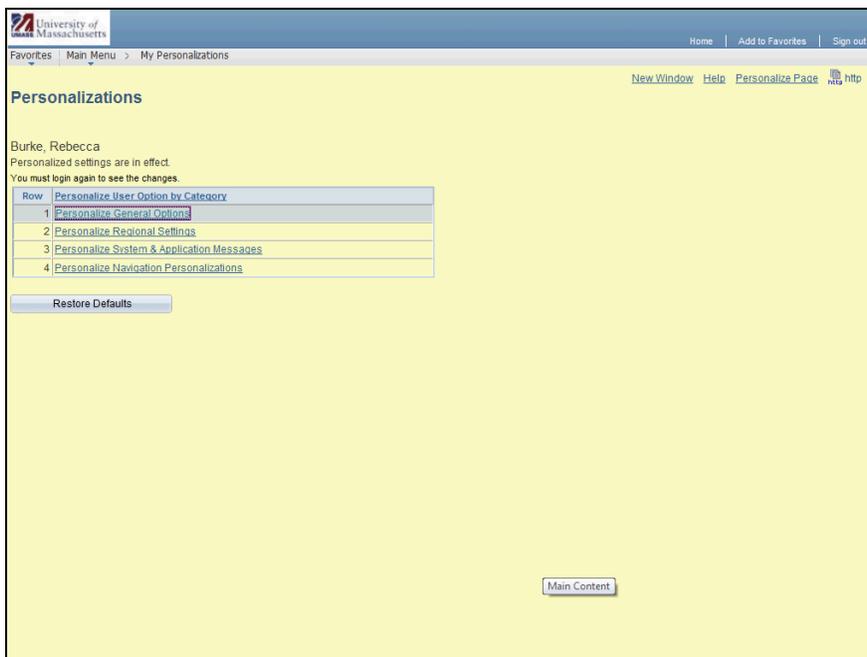

Image of Personalizations page.
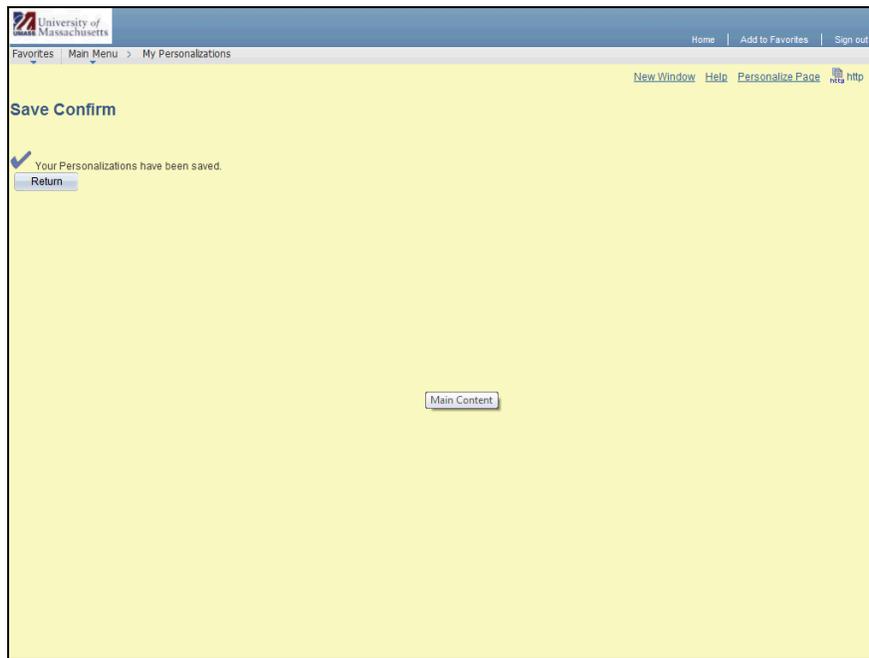
Image of Save Confirm page.

End of Procedure.