

Screen Reader Mode

Purpose: Use this document as a resource for how to enable Screen Reader mode within ctcLink.

Audience: All Staff, Faculty and Students

Instructions for Screen Reader Users

- 1. To turn Screen Reader Mode on, select the **Action** menu button on the banner.
- 2. Press the Enter key.
- 3. Use the down arrow and choose the "My Preferences" submenu.
- 4. When the **My Preferences** page opens, in the main content area *General Settings* section, select the **Accessibility Layout** combo box.
- 5. Use the Enter key to expand the combo box and then choose the **Screen Reader Mode ON** option.
- 6. Select the **Save** button in the main content area of the page.
- 7. Use the **Enter** key to save the page.
- 8. Select the **Action** menu button on the banner.
- 9. Press the **Enter** key.
- 10. Use the **down arrow** key and choose the **Sign Out** submenu to Sign Out
- 11. We recommend that you clear your browser cache to ensure that the new display settings take effect.
- 12. Sign In again. This will ensure that screen reader mode is on.

Instructions for Individuals without Visual Impairment

Follow the steps below to enable/disable screen reader mode for your user ID.

- 1. Select **My Preferences** submenu from the **Actions** menu button on the top banner. (Fig 1) Your Self-Service tiles will vary.
- 2. In the **General Options** section, select one of the following options from the **Accessibility Layout** list:
 - a. *Screen reader mode off -* Select this option to disable accessibility features.
 - b. *Screen reader mode on -* Select this option to enable the accessibility features. (Fig 2)
- 3. Save your changes. (Fig 3)
- 4. We recommend that you clear your browser cache to ensure that the new display settings take effect.
- Sign out of the system and sign in again for your changes to take effect.
 Once you make this change, it will remain active until you decide to turn the Screen Reader Mode feature off.

Fig 1

©ctcLink		▼ Employee Self Service		🏫 🤇 🏲 🔅 🙆
	SBCTC Careers	Time	Payroll	Personalize Homepage
		~	• 5 •	My Preferences
				Help
	Personal Details	Renefit Details		Sign Out
		2 5 + A		

Fig 2

< Employee Self Service	My Preferences			۲	: 0
💐 General Settings	General Settings				
Notification Window	← General Options				Save
🗞 Time and Labor	Accessibility Layout Screen reader mode off 🗸				
Global Payroll	Enhanced Cursor Display Keyword Search Help				
	Spell Check Dictionary Use session language				
	Regional Settings System & Application Messages Navigation Personalizations Pop-up Notification Advanced Settings				

Fig 3

C Employee Self Service	My Preferences	🏫 🤉 🏲 🗄 🕖
👋 General Settings	General Settings	
Notification Window	- General Options	Restore Defaults Save
lime and Labor	Accessibility Layout Screen reader mode on 🗸	
Clobal Payroll	Enhanced Cursor No	
	Display Keyword Search Help Yes	
	Multi Language Entry No	
	Spell Check Dictionary Use session language	
	▶ Regional Settings	
	II > System & Application Messages	
	▶ Navigation Personalizations	
	Pop-up Notification	
	► Advanced Settings	