

Personal Information: Edit Disability Information in Bear Trax

All Employees

Introduction

Purpose:

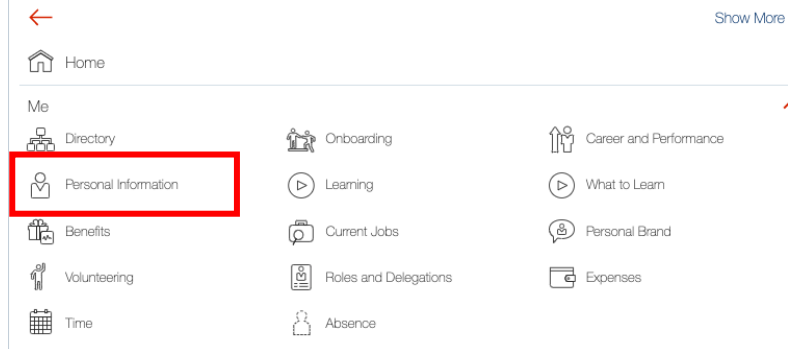
The purpose of this task is to view or make a change to your Disability Information through Bear Trax.

How to Access:

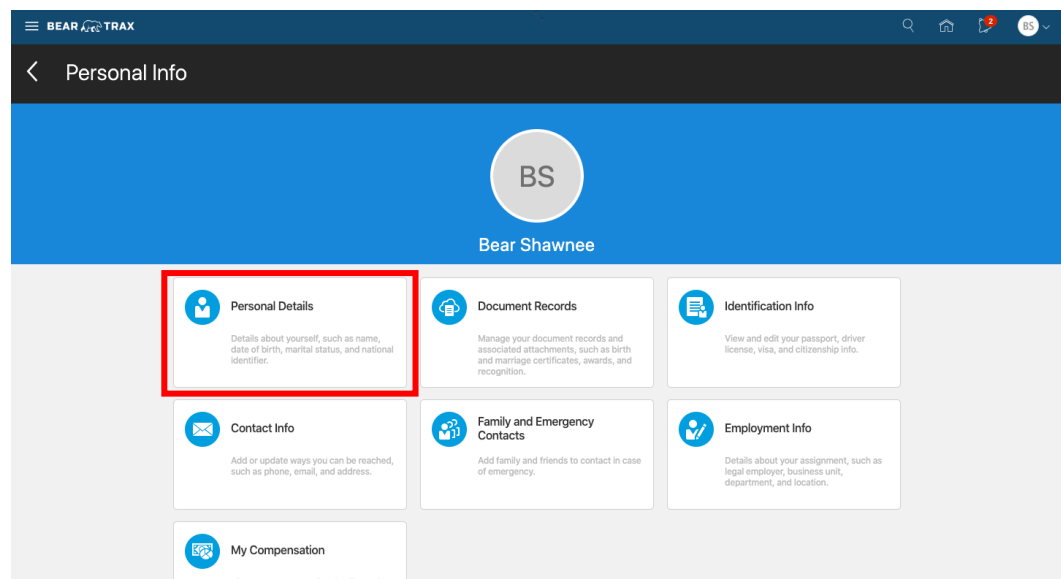
Go to the [Home Screen](#) by clicking the  icon.

Click the  icon.

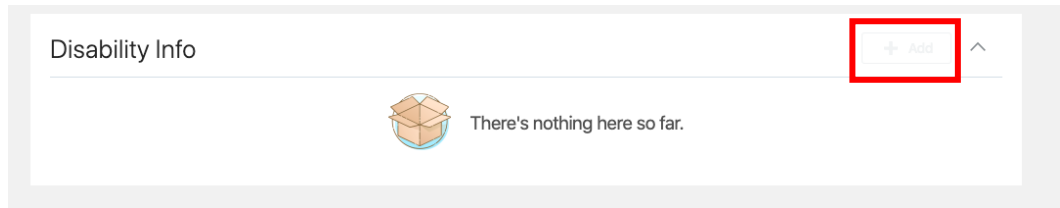
Under “Me,” click “Personal Information.”



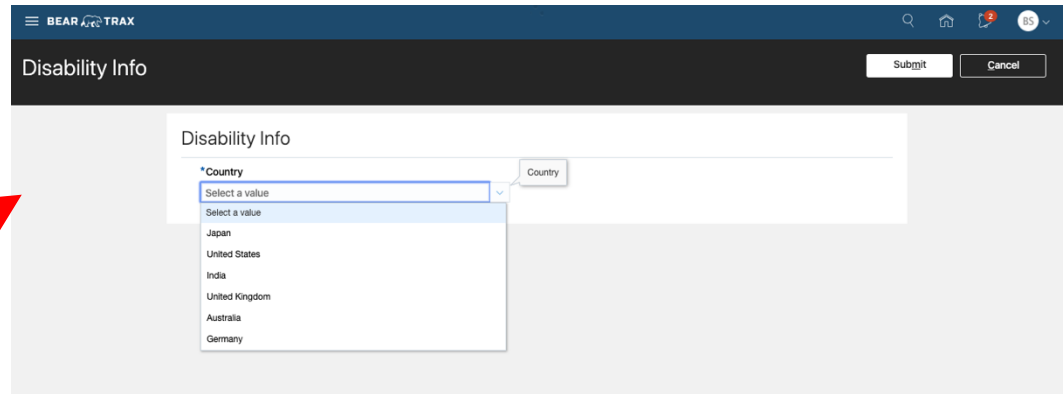
Select *Personal Details* under your Personal Information



Scroll down the page until the title **Disability Info** appears.

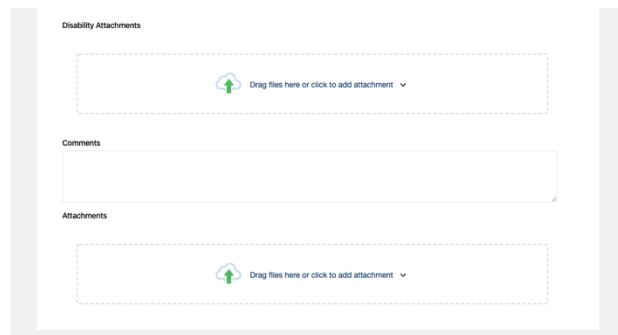


If you have no disability info listed so far, your screen will look like this. Click **Add**.



Select the Country (United States)

Once you get to this screen, scroll down and you are able to attach the documents needed for your disability information.



Finally, Select **Submit**.



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.
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- You must always click Submit 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:

Final 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.