

How to Turn on Accessibility in the LMS

Instruction Guide

**Success Factors
Learning Management System**

OBJECTIVES

This instruction guide will show you how to:

- Login the LMS
- Navigate to your personal settings
- Turn on the accessibility function in the LMS (*Accessibility refers to the ability of all users to access and interact with the application, including those who use assistive technologies*)

STEP 1 | Login to the LMS

To login the LMS:

1. Click [here](#) to login LMS
2. If you need additional guidance on how to login the LMS, go to the [Center for Learning & Development website](#), click on the Learning Management System tab and follow the instructions under "Employee Guidance" section

LMS User Guidance

Specific guidance on how to complete key functions in the Learning Management System as an employee, manager, and instructor are included below. Each guidance section includes an instruction video and downloadable PDF guide with step-by-step instructions.

EMPLOYEE GUIDANCE

The employee guidance section provides detailed instruction guides and videos on key user functions in the Learning Management System. **Please use the arrows to navigate the guidance section and view the available resources.**

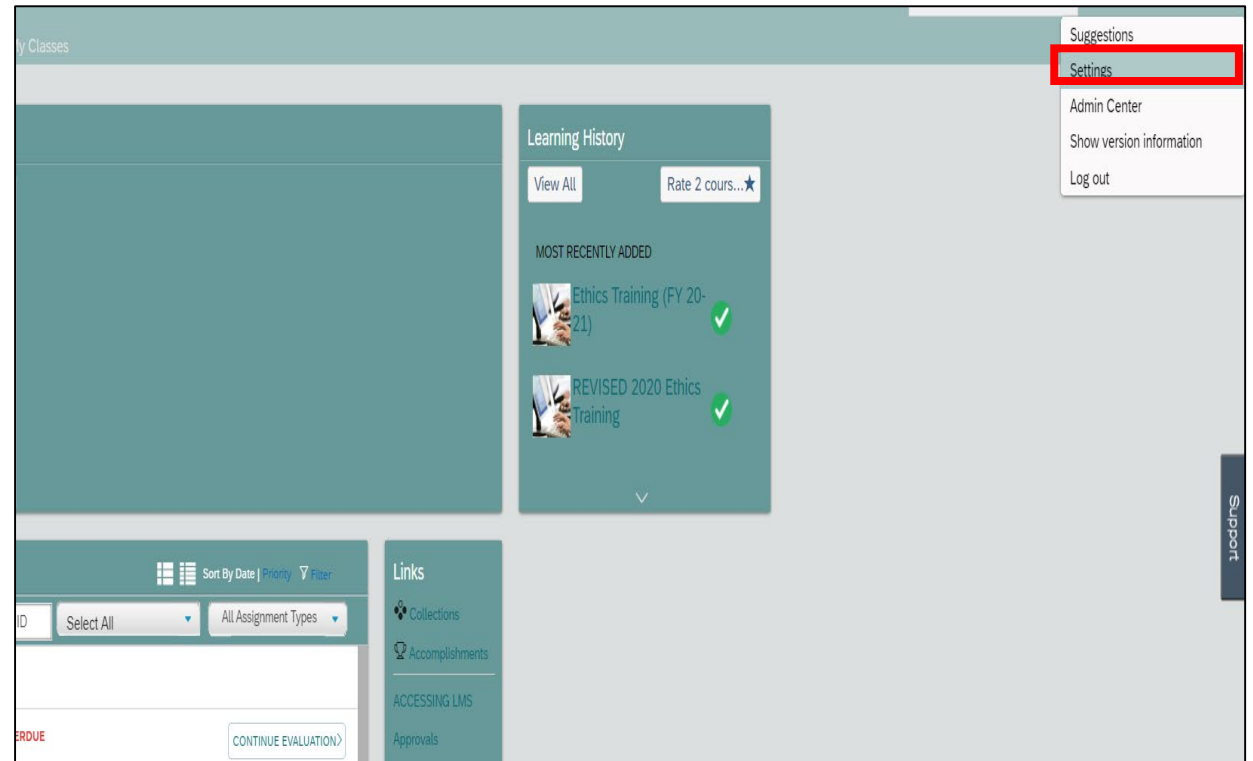
A full list of all resources with instruction video and guide links are included below on the following topics:

Employee Guidance Topic	PDF Guide	Instruction Video
How to Login the LMS	Instruction Guide	Instruction Video
How to Register for a Course	Instruction Guide	Instruction Video
How to Complete an Online Course	Instruction Guide	Instruction Video
How to Withdraw from a Course	Instruction Guide	Instruction Video
How to Access a Course Certificate	Instruction Guide	Instruction Video

Please Note: Use Internet Explorer browser to access the LMS

STEP 2 | Navigate to Settings

1. Once you have logged into the LMS, navigate to the drop-down menu under your name and click on **Settings**



STEP 3 | Turn on Accessibility Settings

2. Click on **Accessibility Settings**

3. Check the boxes next to the appropriate selection

4. Once you've selected your option(s), click **Save**

5. You have now successfully turned on the accessibility function

Settings

- Start Page
- Sub Tab Configuration
- Notifications
- Change Language
- Accessibility Settings**
- Proxy
- Groups
- Mobile

Personal Accessibility Settings

Accessibility refers to the ability of all users to access and interact with the application, including those who use assistive technologies. You can use these settings to optimize the application to suit your needs and preferences. Please note that Enhanced Keyboard Navigation, Enhanced Screen Reader Support, and Color Vision Adjustments are not supported in all areas of the application.

- Enhanced Screen Reader Support** ?
- Color Vision Adjustments**
Which of these color schemes makes it easiest for you to see all four distinct segments of the pie chart?
- High Contrast**
 - High Contrast White Text on Black Background**
 - High Contrast Black Text on White Background**
- Enhanced Keyboard Navigation** ?

Save

Questions?

Please contact the OHRM Center for Learning and Development team for questions or support accessing the SuccessFactors LMS.

The CLD team will respond within three (3) working days.



Email

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