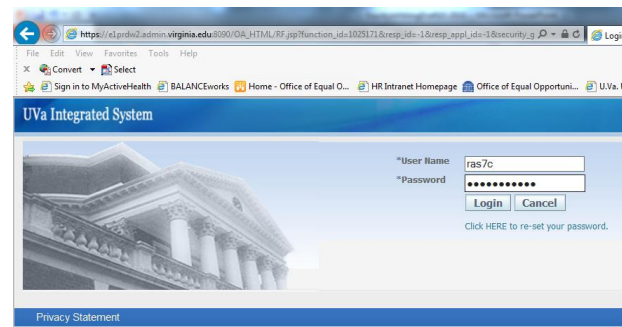


How to Self-Identify Veteran and/or Disability Status in Employee Self-Service Agencies 207 and 246

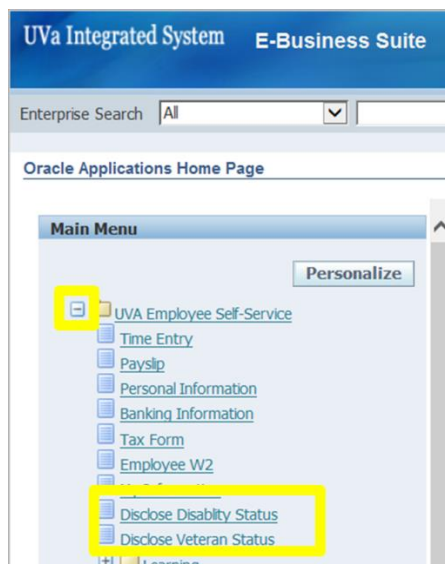
- 1) Launch the employee self-service area from the Integrated system home page at <http://www.virginia.edu/integratedsystem/>



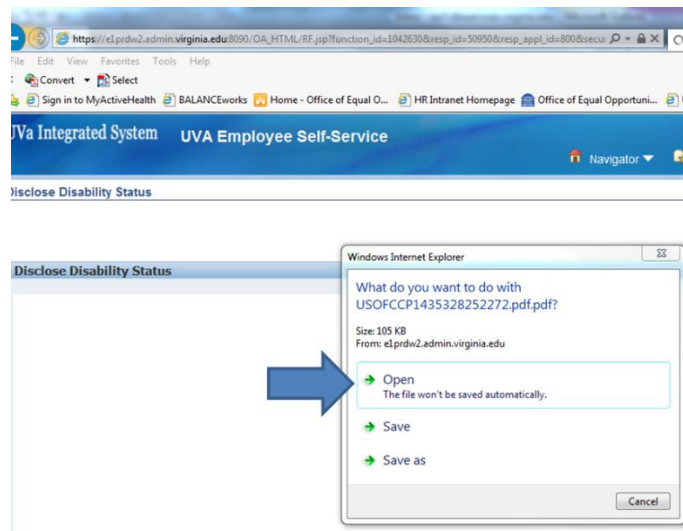
- 2) Login to Employee Self-Service with your Integrated System User Name and Password (Note: This is typically your Eservices user name, but not your Eservices/Netbadge password.)



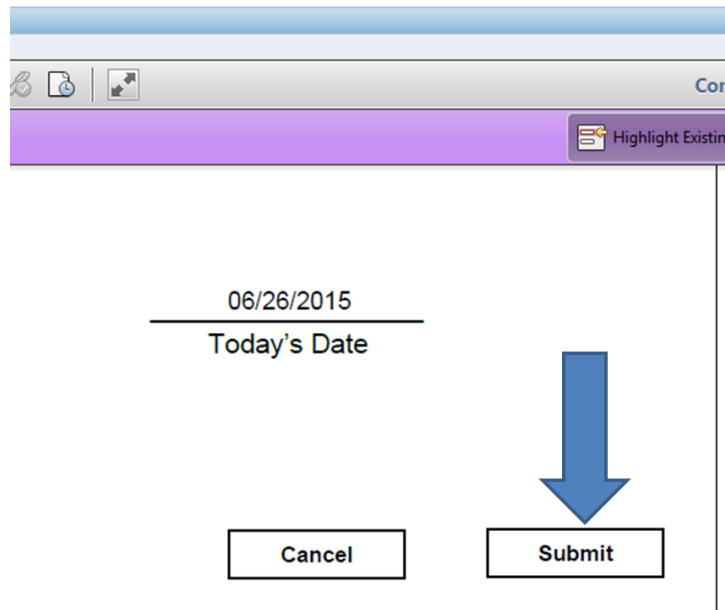
- 3) Expand the UVA Employee Self-Service folder by clicking on the + sign next to the folder. From the option list you will select to “Disclose Disability Status” and/or “Disclose Veteran Status”.



- 4) Clicking on the “Disclose” options will launch an in-browser .pdf form. Depending on your internet browser settings you may be asked what you want to do with the file. In these instances you should select “Open”.



- 5) Once the .pdf has opened in your browser you can review the information and make your selections on the form you have opened. Once you have completed your selection select the “Submit” button to record your status in the personnel system.



Note: When you submit your response you will remain on the form. You can either select “Back” in the top right corner of the Self-Service screen or log out. Your responses have been recorded.