



Accessibility Settings in HR Direct

Under Accessibility Settings in HR Direct you can turn "screen reader mode" on and off. This allows users with visual impairments to navigate PeopleSoft using a screen reader by providing enhanced audio cues and a linear page structure.

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "Log in to HR Direct Button".

Step 3 - Enter your user id and password.

A blue banner with a pattern of rounded squares. The text 'HR Direct' is written in a large, white, serif font on the left side of the banner.

HR Direct

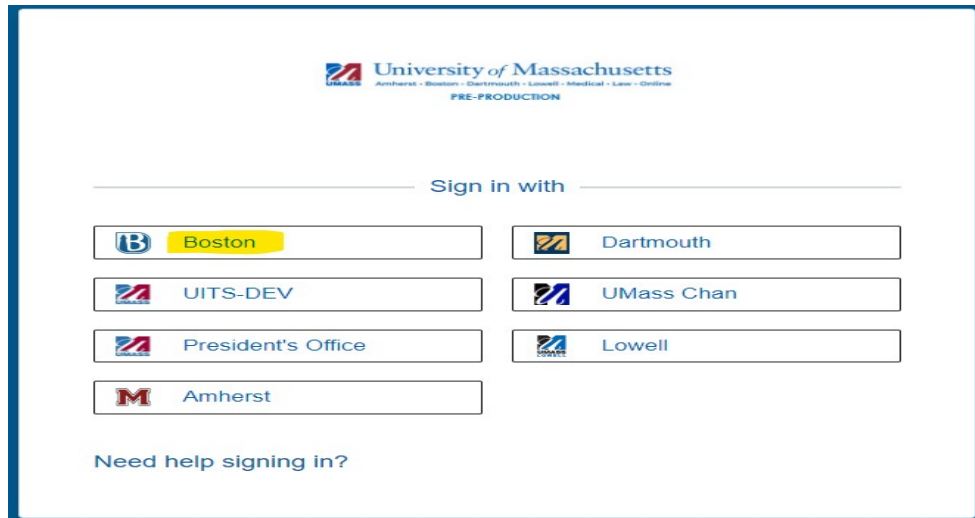
One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

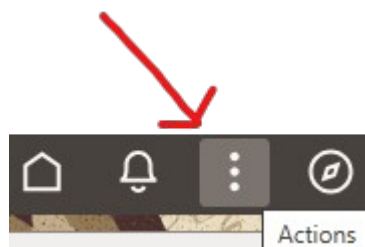
Login to HR Direct



Step 4 - When prompted to sign in to a campus, select "**Boston**".

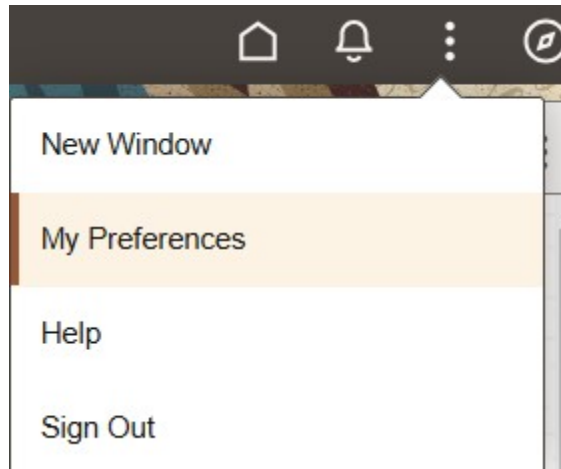


Step 5 - Within HR Direct, select the "**Actions**" menu (3 vertical dots), in the upper right corner of the screen.





Step 6 - Within the “**Actions**” menu, select “**My Preferences.**”



Step 7 - At the “**General Settings**” page, click the down arrow next to “**Accessibility Layout.**” When you select “**Screen reader mode on,**” this option enables all the accessibility layout features that are available, including the feature that presents the page in linear format. This option is designed for people who are blind or visually impaired who use assistive technology, such as screen readers.

General Settings

Save

General Options

Accessibility Layout

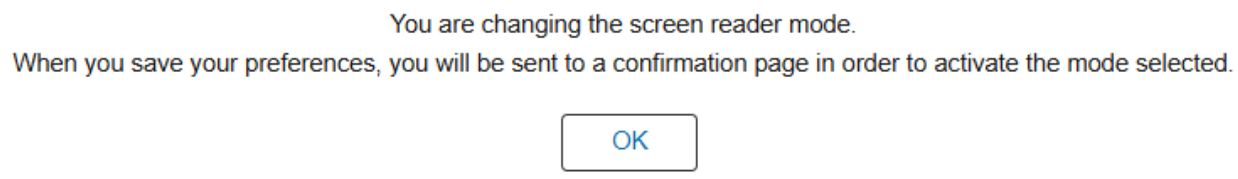
Screen reader mode off

Screen reader mode off

Screen reader mode on



Step 8 - After changing to “**Screen reader mode on**”, you will be prompted by a pop-up message indicating that you will receive a confirmation page upon hitting save. Hit the “**OK**” button followed by “Save.”



Step 9 - Upon hitting “**Save**,” you should receive the confirmation message below. Hit the “**Back**” button. **You will need to sign out of HR Direct and sign in again for the changes to take effect.**

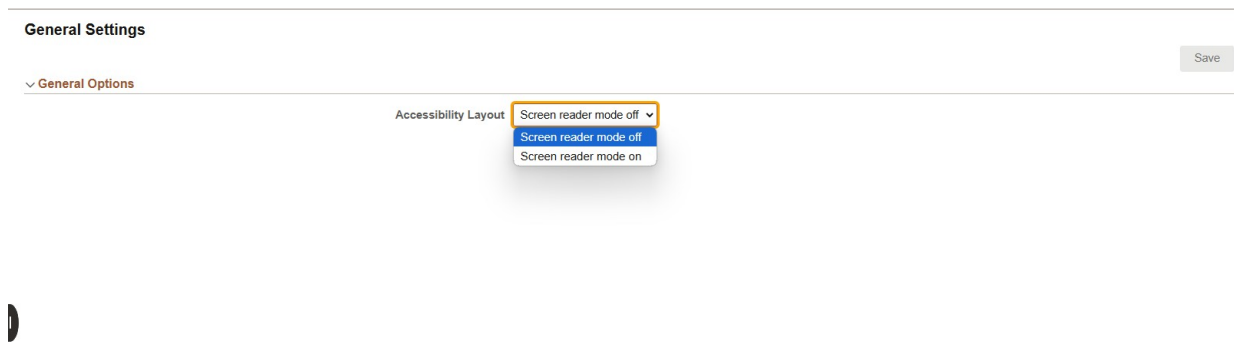
Confirmation

Screen reader mode is now enabled and remains in effect on subsequent logins. Use the Back button to return to the previous content.





Step 10 - To toggle the screen reader mode to off, simply perform the same steps above instead select “**Screen reader mode off**” next to “**Accessibility Layout.**” **Remember: you will need to sign out of HR Direct and sign in again for the changes to take effect.**



Note: Keyboard-only navigation features are available to all users and do not require users to set the **Accessibility Layout** option to *Screen Reader On*.