

## To review and/or update Disability Status

**ORACLE®**  
**PEOPLESOFT**

**STEP 1**  
**Sign In** to PeopleSoft using your OU 4 x 4 and password.

Access to this system from off-campus requires two-factor authentication using Duo.  
[Click here to register for Duo or learn more about OU's \(Norman Campus Users\) two-factor authentication requirements.](#)  
[Click here to register for Duo or learn more about OUHSC's \(HSC Campus Users\) two-factor authentication requirements.](#)

User ID

Password

Select a Language  
English

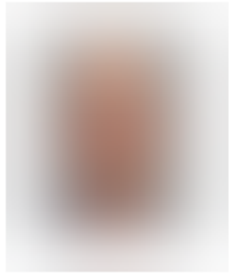
Sign In

Enable Screen Reader Mode

Employee Self Service

**Step 2**  
Navigate to **Disability** status by clicking on the **Personal Details** box on the Self-Service Home Page.

**Personal Details**



**Payroll**



Last Pay Date

**Benefit Details**



**Open Enrollment**

No Enrollment Available At This Time

**Training**



**Access Bursar Account**



**STEP 3**  
Click Disability.

New Addresses

Marital Status

Race & Ethnicity

Emergency Contacts

Additional Information

**Disability**

Veteran Status

**Voluntary Self-Identification of Disability**

OMB Control Number 1250-0005  
Expires 5/31/2023

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

**Please select one of the options below:**

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

No, I Don't Have A Disability, Or A History/Record Of Having A Disability

I Don't Wish To Answer

Your Name \_\_\_\_\_ Today's Date \_\_\_\_\_

**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

For students, please contact Chelle' Lodge-Guttery at 325-1826. For employees, please contact Chelle' Lodge-Guttery at 325-1826.

<sup>1</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website.

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Project, this survey should take about 5 minutes to complete.

**STEP 4**  
If any changes or updates are made be sure to click **Submit**.

**Submit**