



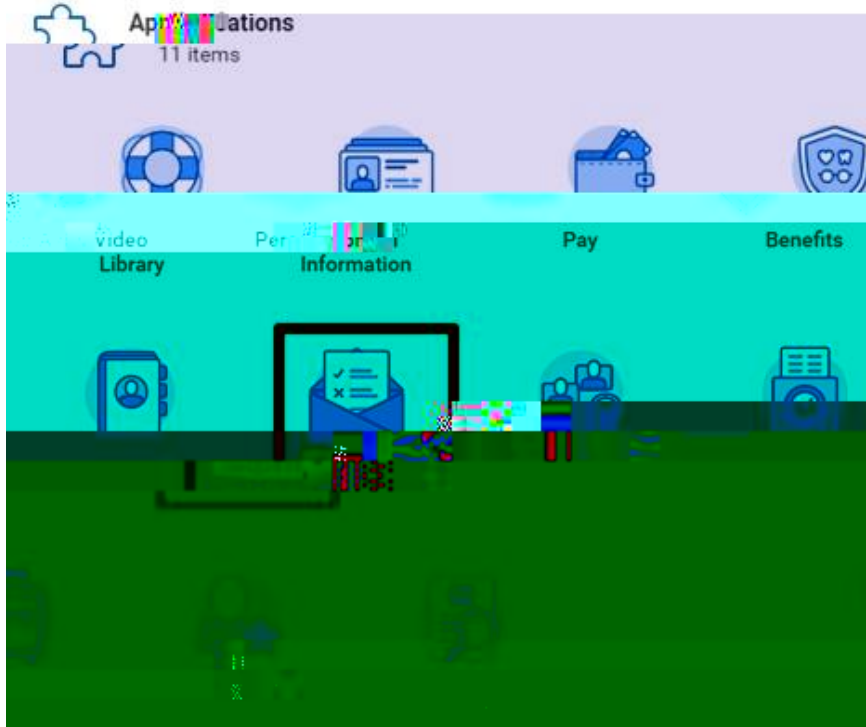
4.

## **6. Determining effective accommodation options.**

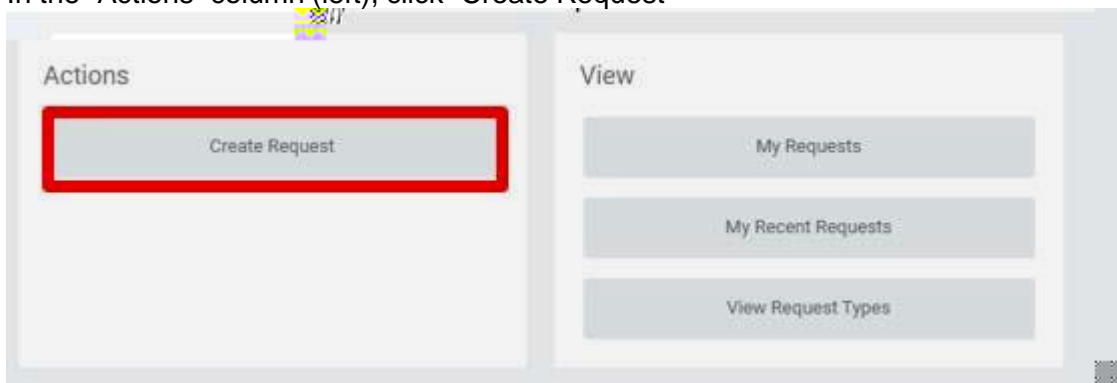
If an employee has a disability and needs

## 7. Making an Accommodation Request in Workday

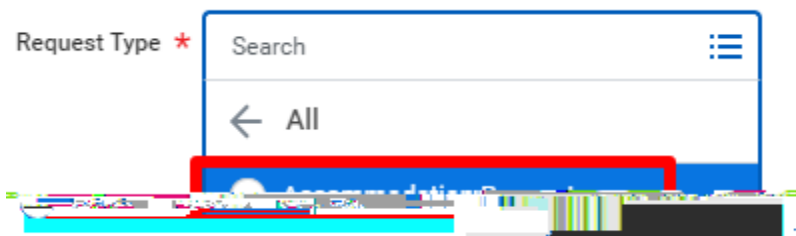
1. Login to Workday through the MySLU Portal
2. On your home page, under the applications section, find and click “Requests”



3. In the “Actions” column (left), click “Create Request”



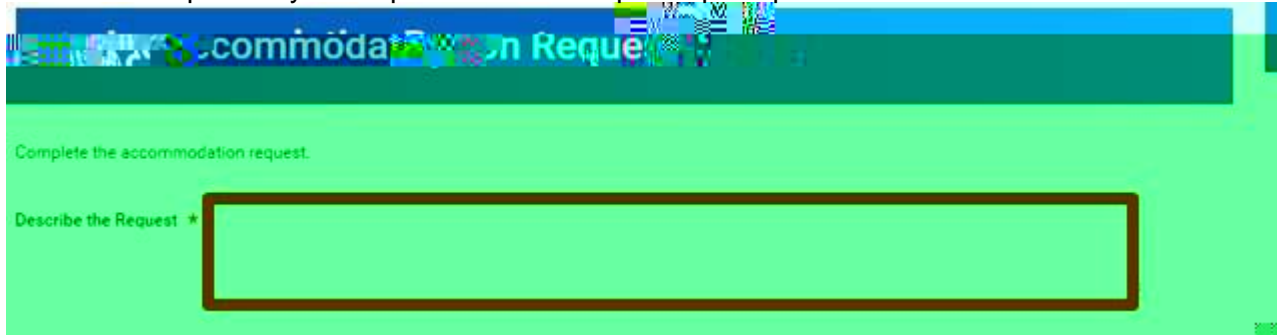
4. For the request type, go to All > and select Accommodation Request



5. Click the orange “Ok” button at the bottom



6. Enter a description of your request in the description space provided.



The screenshot shows a web form titled "accommodation Request" with a blue header. Below the header, the text "Complete the accommodation request." is displayed. A section labeled "Describe the Request" with a red asterisk contains a large, empty text input field with a red border, which is highlighted by a red rectangle. The rest of the form is partially obscured by a grey overlay.

7. Scroll down to read the help text about accommodations and answer the