SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Self Service Accessibility Guide

Minnesota Management & Budget follows the State's Accessibility Standard (as per the Web Content Accessibility Guidelines, or WCAG) to ensure the Financial Management System is accessible.

To improve accessibility for Self Service, turn on Screen Reader Mode while logging in. This guide demonstrates how to turn Screen Reader Mode on and off.

Turn on Screen Reader Mode from the Sign In Page

Access the Self Service Portal from the following link: http://mn.gov/selfservice

1. Enter your User ID and Password.
2. Select the **Enable Screen Reader Mode** checkbox and select the **Sign In** button.

3. A message displays requesting you if you would like to save this setting to your user profile. Select the **Yes** button to save this setting and the **No** button to enable Screen Reader Mode only for the current session.
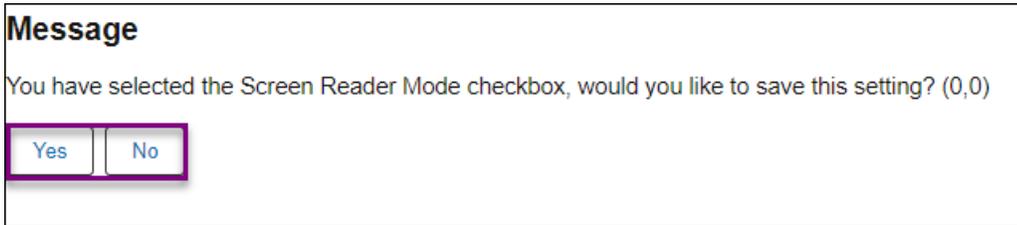
4. A message confirming that Screen Reader Mode was enabled for the user profile. Select **OK**.
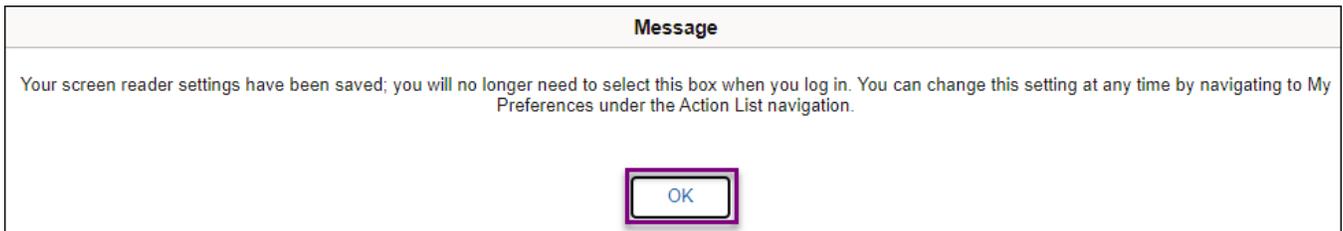
5. Screen Reader Mode is now turned on in Self Service. The active field is highlighted.
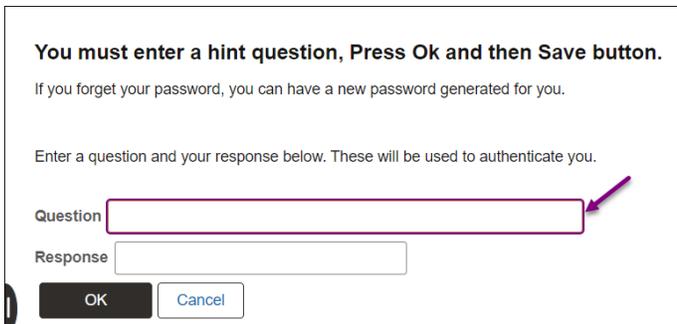
Turn off Screen Reader Mode

Navigate to My Preferences page.

1. Select the ellipsis in the global menu.
2. A dropdown displays. Choose My Preferences.
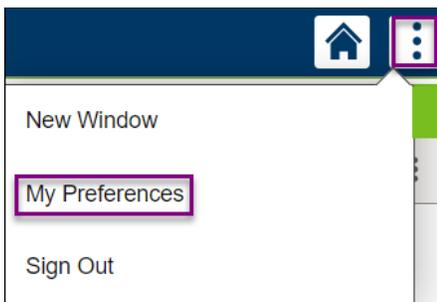
3. The General Settings page displays. Select the drop-down menu in the Accessibility Layout field.
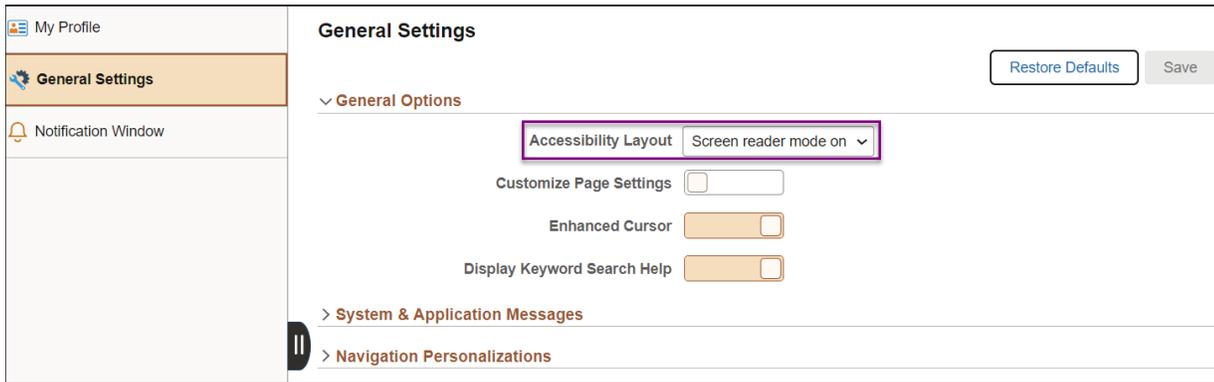
4. Select "Screen reader mode off" option.
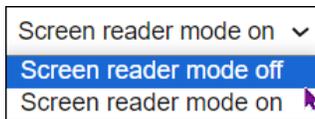
5. A message displays indicating that you are changing the screen reader mode. Select the Ok button.
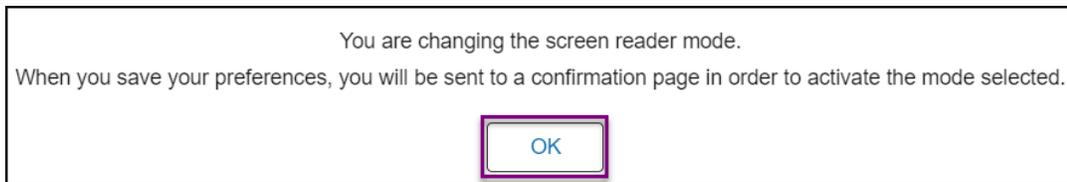
6. Select the **Save** button.
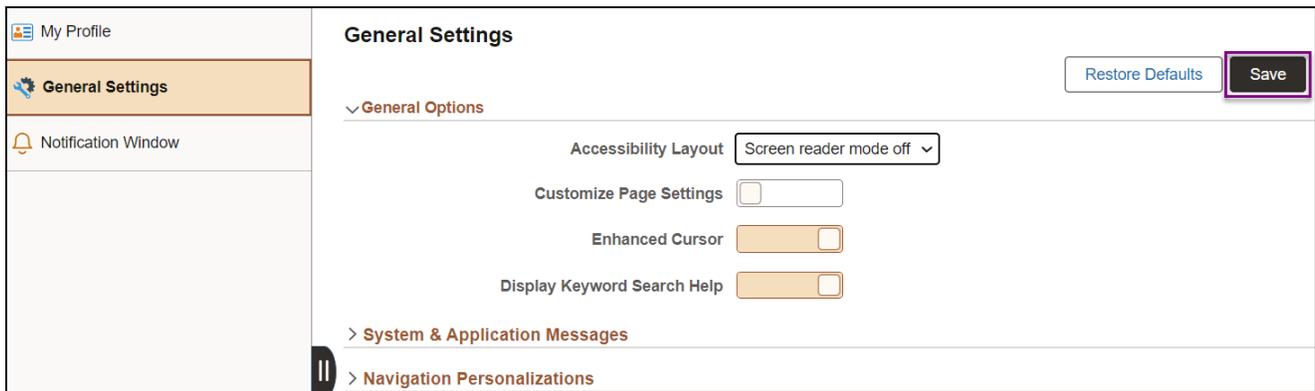
7. A confirmation message verifies your settings are saved. Select the **OK** button.

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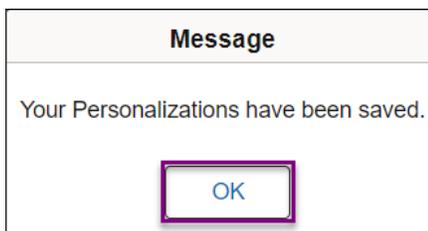
Troubleshooting Screen Reader Mode

Some address fields that are required are not identified as required to either visual users or screen reader users.

Select save. If a required field has not been entered, an error message will display, and the screen reader will announce that input is necessary.

Screen reader does not announce when saving.

After saving, select the status of the most recent task that you intended to save. The screen reader will announce the status if the save was successful. If there is no status, the task was not saved and will need to be re-entered.

Screen Reader Mode may not be turning on or off.

Log off and close the browser. Reopen browser and clear cache. Changes to Screen Reader Mode should take effect.

Charts may not be accessible to screen readers.

There are grids that accompany charts. The grids convey the same information as the chart and the content will be read by the screen reader.