


# Updating Your Disability Status – Step by Step

1) Login to the University of Arkansas' [webBASIS](#).



## webBASIS: Logon

Business and Administrative  
**BASIS**  
Strategic Information Systems  
[Email questions to the BASIS Team](#)

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**Employee/Affiliate Access**

Please enter your **UARK ID** (the ID used for e-mail, the component that precedes @uark.edu), followed by your UARK ID/e-mail **password**. (If you do not know your UARK ID or password, please read the information regarding [New User Information](#) for assistance.) Once these values have been entered, click the *Logon* button to validate your entries and sign on to webBASIS.

[UARK ID](#)  [UARK Password](#)

2) From the Main Menu select “My Personal Data”.

## webBASIS for Employees: Main Menu

Business and Administrative  
**BASIS**  
Strategic Information Systems  
[Help](#) [Logoff](#)

### Main Menu

Title	Description
<a href="#">webBASIS Notices</a>	Browse <i>notices</i> of changes and enhancements that have been made to webBASIS. Notices are presented in most recent to least recent sequence. A brief summary of the change is presented in the list, and a full description is provided upon selection of a specific notice.
<a href="#">My Personal Data</a>	This is where you can find, and in many cases change, your personal information such as <i>ethnicity, veteran status, addresses, emergency contact information, education data, and prior state service</i> .
<a href="#">My Pay</a>	This is where you can find all of your Payroll information: <i>W4 tax options</i> and <i>Deposit Accounts</i> which can be changed here plus past <i>Pay Activity</i> (including all Earnings Statements), <i>Future Pay</i> (where you can perform what if analysis with your deductions), and <i>Annual Pay</i> history.
<a href="#">Hourly Time</a>	This menu of facilities is only relevant to <i>hourly</i> employees and their <i>supervisors</i> . It includes functions related to the webBASIS <i>Time Clock</i> (clocking in and out on the web, and supervisor's acceptance of that time), and functions to browse <i>Wage Rates</i> and <i>Hourly Time Sheets</i> .
<a href="#">My Leave</a>	Browse your monthly leave accounting data with options to view or email a detail <i>Monthly Leave Report</i> .
<a href="#">My Benefits</a>	View your current benefits information and, during November and December, perform your annual benefits enrollment.
<a href="#">My Travel</a>	This is where you can find all of your Travel information: <i>Travel Authorizations, Travel Claims, and Traveler TCard Charges</i> . You can create new travel claims or update existing claims by first selecting the appropriate TA. Claim payment information can also be obtained by drilling down through your <i>authorizations</i> or viewing your <i>claims</i> .
<a href="#">My Assets</a>	Browse the University owned <i>assets</i> for which you are responsible, or select an asset by its <i>Tag Number</i> . Options are available to view or email detail information about an asset, or to request a change to an asset's <i>Budgetary Unit, Location, or Responsible Employee</i> .
<a href="#">My eBusiness Charges</a>	Browse electronic charges for which you are responsible – <i>office or scientific supplies or procurement, travel, or fuel card</i> purchases – with an option to view the associated charge detail. If you are not responsible for any of these types of purchases, there will be no charges available to display.
<a href="#">Admin ID Request</a>	Request an admin.uark.edu <i>User ID</i> in order to access all BASIS administrative facilities via the 3270 terminal interface, or to access the administrative facilities available in webBASIS.
<a href="#">webBASIS Menu Choices</a>	Browse all available webBASIS Menu Choices by <i>Service Area, Title, or Keyword</i> .




3) In “My Personal Data” select “Protected Data”.

## webBASIS for Employees: My Personal Data

[ [Main Menu](#) > My Personal Data ]

Business and Administrative  
**BASIS**  
Strategic Information Systems  
[Home](#) [Return](#) [Help](#) [Logoff](#)

### My Personal Data



Title	Description
<a href="#">Protected Data</a>	View and update your <i>protected</i> data: date of birth, gender, ethnicity, veteran status, and ADA accommodation request.
<a href="#">Addresses, etc.</a>	View and update your <i>home address</i> , your <i>campus address</i> , your <i>contact information</i> , and your <i>preferred name and title</i> .
<a href="#">Emergency Contact Information</a>	View or update your <i>primary and secondary emergency contact information</i> . This information is optional, but it may be extremely helpful if you were to become injured or disabled while at work. Names, relationships, an address, and phone numbers are requested. Thank you for providing the University with this information and for keeping it up to date.
<a href="#">Education Data</a>	Browse your education data that has been provided to BASIS. This may include <i>college degrees</i> , your <i>high school degree</i> , <i>trade or technical school degrees</i> , and other formal <i>training or classes</i> . Options are provided to <i>add</i> new education records, <i>update</i> existing records, or <i>delete</i> erroneous information.
<a href="#">Prior State Service</a>	Browse your <i>prior state service</i> information with options to <i>add</i> prior service, or <i>view/modify</i> existing service. Benefits may be provided to you for prior service at an allowable state agency.

4) In “Protected Data” check the appropriate answers under “Disability Information”.

### Disability Information

[Are you an individual with a disability?](#)

Yes  No

[Do you have a disability that requires accommodations?](#)

Yes  No

5) If there is a need to include an “Explanation of Change” you may enter that at the bottom of the page in the appropriate text box.

### Explanation of Change

[Comment](#)

6) After all changes have been made, please press “Validate” at the bottom of the page to submit.



If you need to request an accommodation, please follow the instructions found [here](#).