**Accessibility in eLearning**

To access the accessibility menu in eLearning, you must first go to any page on eLearning. You do have to be logged in, to access the accessibility page. Click the little blue key in the bottom left corner to access the menu.

Now, you must enter a **Profile Name**. For consistency, please enter your user name for the Profile Name. Now, you can enter a description for what the profile will have, click next to go through the various settings. Once you are done, click **Finish**.

After, to use the profile, you can click on the profile name under the accessibility menu, and it automatically applies the profile.
The first page of the wizard asks if you about various options on specifying how the page will appear to you. Check the boxes next to the ones that you would like to change.

If you check the first box, you will be on a page where you can change the size of text, along with the colors of the text and backgrounds to make it easier on your eyes. Then click **Next**.

If you checked the second box, you will be given the options to avoid specific colors, or combinations of colors. For this, you just click the drop down menu next to the color or color combination you don't want to see, and change the **No** to a **Yes**. Then click **Next**.

If you checked the third box, you will be given options to specify how your screen reader will speak to you. Again, to through the list, and click the drop down menu for the ones you want to change, and change them to the settings you find appropriate for your needs. Then click **Next**.

The final box is if you have a URL to a personalized stylesheet that you want to use for your specifications. You can use this if you already have a stylesheet that has all of your settings.

Once you are finished with everything, click **Finish**. After this, you should be able to select your profile under the accessibility menu.