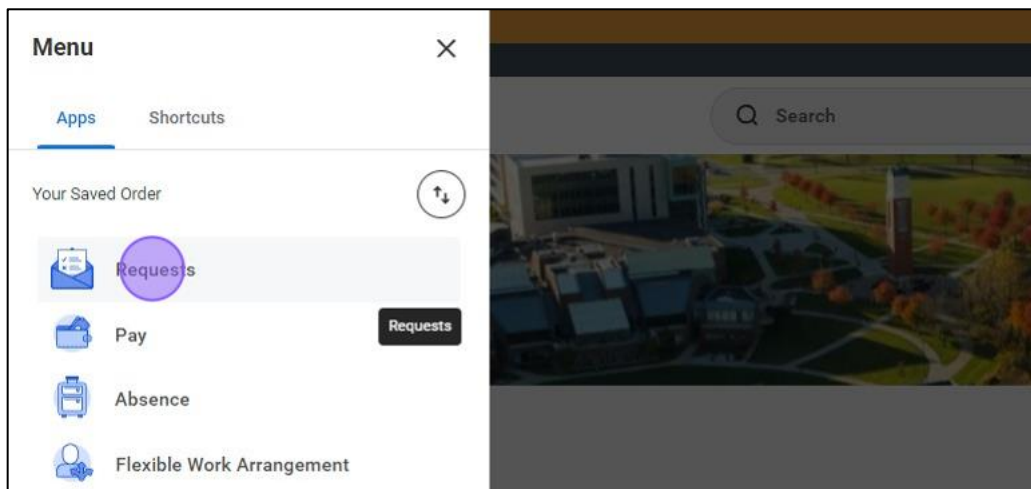


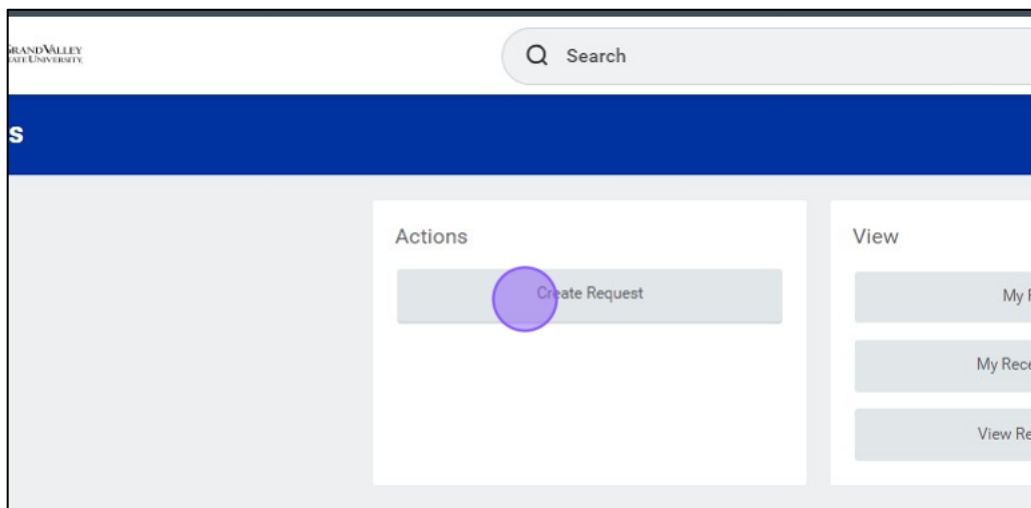
# Workday Job Aid: 'Create a Disability Accommodation Request in Workday'

1. Click on the "Requests" app in your main menu (located on the left side of the screen on desktop) or type "create request" in the search bar.

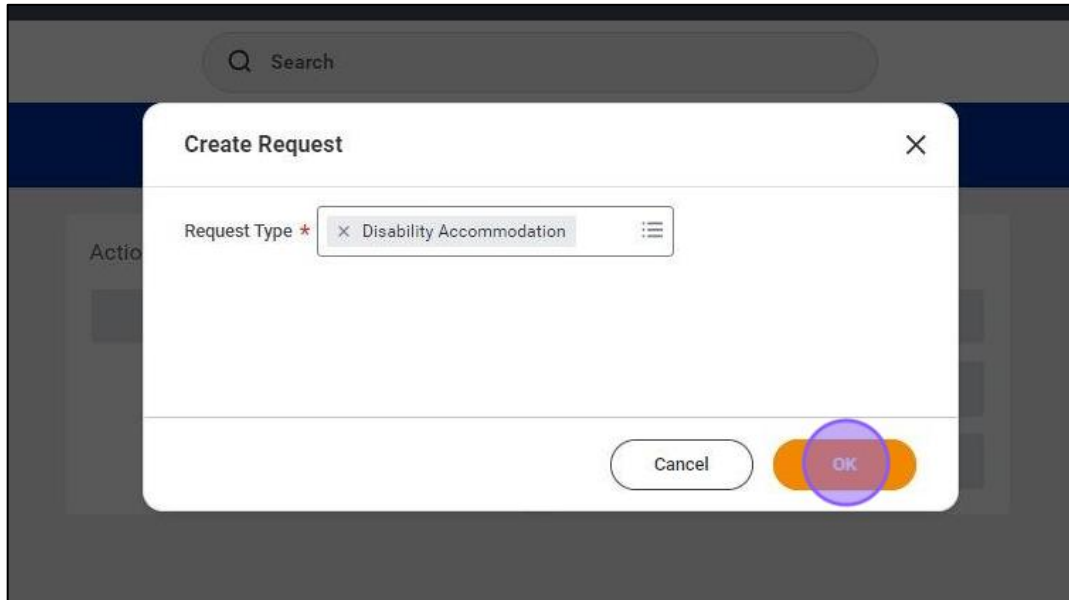
To learn how to add apps to your menu, refer to the "[Menu Bar: Apps and Shortcuts Job Aid](#)".



2. Click "Create Request".



3. Select "Disability Accommodation" from the dropdown menu and click "OK".



4. Fill out the questionnaire with your employee information and details surrounding the nature of your request. You will have an opportunity to submit any documentation related to your request at this time if you have it available.

employees can submit this form to request disability accommodations.

This form allows faculty and staff colleagues to self-identify as a person with a disability and seek reasonable accommodations according to the policies of the Disability Support Resources team, and we will follow up with you promptly to discuss next steps. If you have questions about this process, please contact the Disability Support Resources Office at [dsrqvsu@qvsu.edu](mailto:dsrqvsu@qvsu.edu). If the purpose of your request is to seek accessible parking, please email the Disability Support Resources Office directly at [dsrqvsu@qvsu.edu](mailto:dsrqvsu@qvsu.edu).

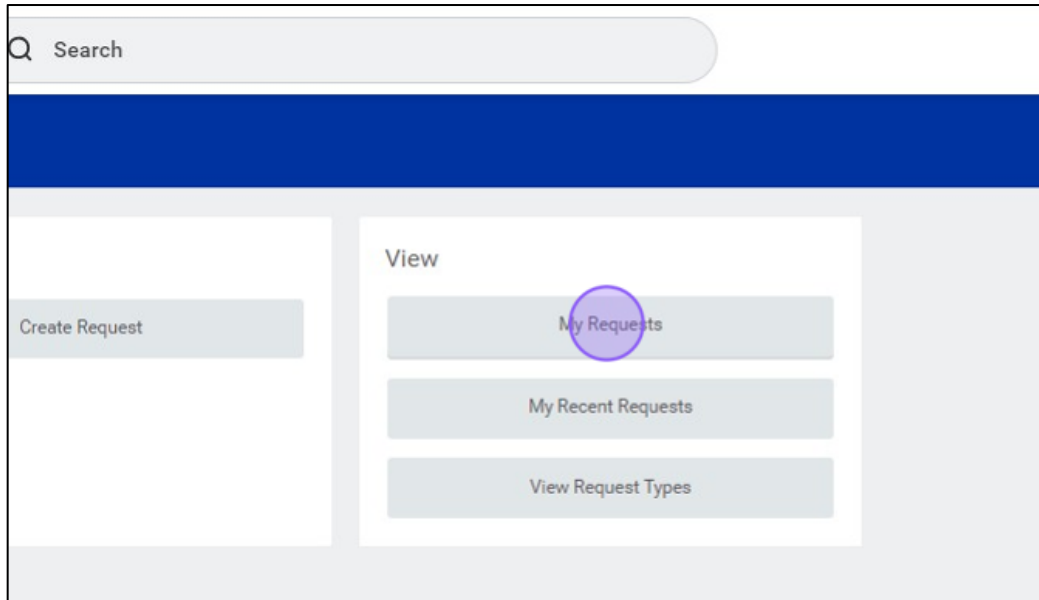
What is your G Number?  
(Required)

Preferred Email Address:  
(Required)

5. Click "OK" at the bottom of the questionnaire to submit. A member of the Accessibility Resources team will be in contact to discuss next steps after reviewing your accommodation request.

**Tip:** You can check on the status of your request at any time during the process. To check on the status of a request, navigate to the "Request" app.

6. To view the status of your request(s), navigate to the "Request" app and click "My Requests".



7. "My Requests" allows you to view requests you have previously submitted, along with the date and time of submission and the status of the submission.

