

Tips and Configuration Instruction to Use JAWS with KHRIS (Open Enrollment)

JAWS Configuration

In order for JAWS to work properly with KHRIS, certain settings are required. Before you begin Open Enrollment or use KHRIS in any way, please go into JAWS and ensure that it is configured properly by following the steps noted below.

1. Press Insert-6 keys on your keyboard in order to open the JAWS Settings Center dialog box.
2. Navigate to the section labeled Miscellaneous and ensure that the Use Virtual PC Cursor checkbox is not selected.
3. Navigate to the section labeled Speech Verbosity and select the Beginner, Intermediate, and Advanced buttons. Ensure that the Tool Tip checkbox is checked for each of those sub-sections.
4. Navigate to the section labeled Web / HTML / PDFs and ensure that for each subsection with an Order List field, the entries are in the order: title|alt|src|href.
5. Activate the OK button to close out the dialog box.

Navigation in KHRIS Using JAWS

The elements on the KHRIS pages may be in an order that you are not expecting. Therefore, it is best to take some extra time until you become familiar with the KHRIS layout and make sure that JAWS reads all information on a given page element before moving on. As an example, the Next Step buttons are at the top of the pages and may be missed if you move from one element to the next too quickly.

If you experience trouble finding a link or navigating from one link to the next, click on the Insert-F7 keys to bring up the Links List window and let the system read the names of the links on a given page.

On most pages, you will be able to use the Shift-Tab keys and then the Down or Up arrow keys to have the system read the screen text and then use either the Spacebar or the Enter key on your keyboard to activate functional elements such as buttons or links. On the first page after you select the link to begin enrollment, though, you should use the Tab key first instead of Shift-Tab to begin navigation. If the Up or Down arrow keys do not cause the system to read system content, try holding down the Control key while using the arrow keys.

Open Enrollment

When you are ready to begin Open Enrollment, do the following:

1. Launch your web browser and go to openenrollment.ky.gov.
2. Either select the "All others – enroll through KHRIS ESS" link or select the "I require the use of a screen reader. (e.g. JAWS)" link and select the "KHRIS Employee Self Service system".
3. Enter your User ID and Password in the appropriate fields
4. Activate the Log In button.
5. Navigate to and activate the Enroll Now button or the Start My Benefit Enrollment link.
6. On this page, you will want to use the Tab key instead of the Shift-Tab keys to begin.
7. Each page has a Next Step button towards the top of the page or a button towards the bottom that must be activated to move to the next screen. Look for these buttons or the Previous Step button when you need to navigate forward or backward in the process.