

Updating Your Disability Record Process

Step	Action
1.	To update your disability code, go to My Biz and select the Update My Information link. 
2.	Review the Privacy Act Statement and select the ACCEPT button. 
3.	Select the Disability tab. 
4.	Employee records will contain a current default code of 'I do not have a disability'. To search for and update your disability code, select the Search button. Tip: Do not select the update button until a new disability code has been selected. Updating without a new selection will remove the existing disability code. 
5.	Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %disability% or %impairment% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection. In this example, select the Go button. 
6.	In this example, click in the radio button for Hearing impairment/hard of hearing. Tip: You can only select one disability code. 
7.	Click the Select button. 
8.	Select the Update button to add this disability code to your record. 
9.	Your disability code is now Updated. To verify this update in My Biz, select the Home link. 
10.	Select the My Information link. 

Job Aid

Step	Action
11.	Review the Privacy Act Statement and select the ACCEPT button. 
12.	Select the Personal tab. 
13.	Select the Show link. 
14.	<p>Congratulations, you've successfully completed the Updating Your Disability Record Simulation.</p> <p>Review the complete Updating Disability Record Users Guide for additional information.</p> <p>Use ICE MyBiz (https://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=855) to submit simulation training comments and suggestions for this simulation. Comments must include specific details, i.e., the screen you are addressing in your comments.</p> <p>End of Procedure.</p>