



PUBLIC

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Accessibility in SAP SuccessFactors

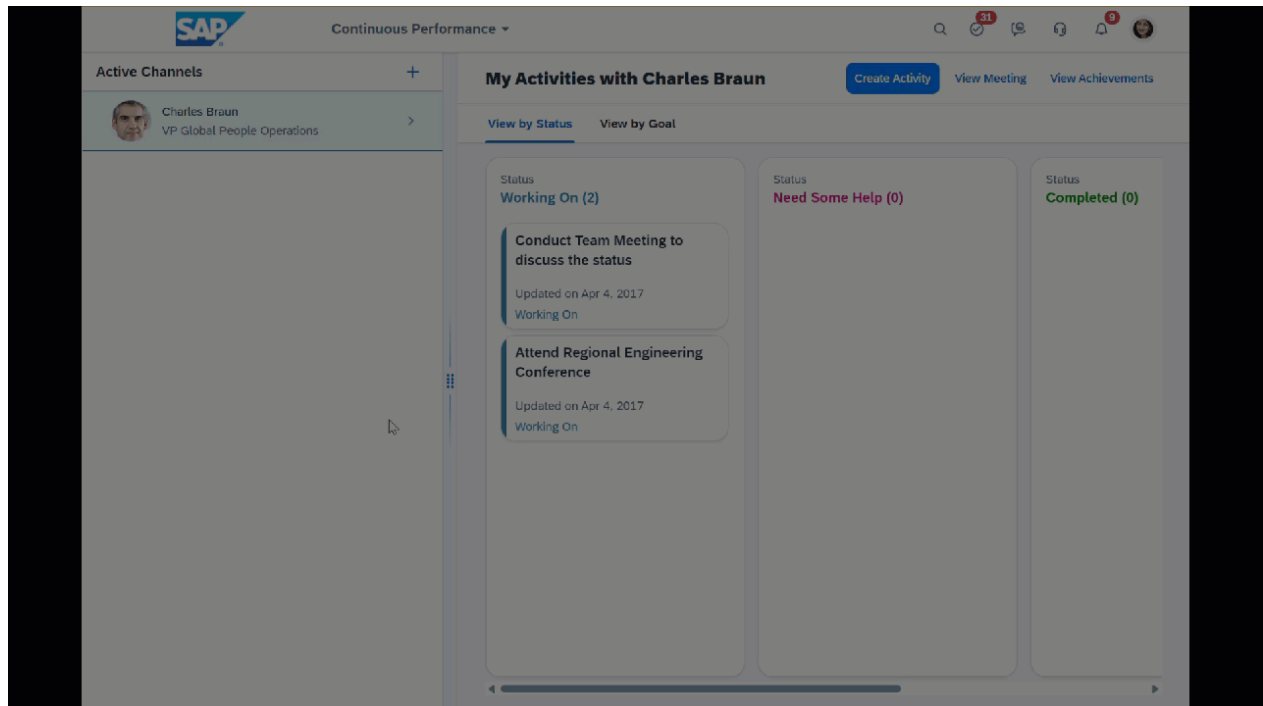
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1 Accessibility in SAP SuccessFactors

SAP SuccessFactors includes accessibility features that your employees can turn on and use.

SAP SuccessFactors is for all its users, their abilities, and their input methods. For example, we build responsive designs that allow users to zoom in if they don't have their reading glasses nearby. That same responsive design works for different screen sizes and inputs.



Responsive Design Example

In other cases, the platform technology creates accessibility features. For example iOS has accessibility settings that are unique to touch and its operating system. Web browsers have high contrast modes. SAP SuccessFactors respects the settings from the platforms.

In some cases, we want to provide personal accessibility settings. Personal accessibility settings in SAP SuccessFactors complement other accessibility settings you have enabled in a platform. If anyone needs these accessibility features, they can enable them in SAP SuccessFactors. They are available to all employee roles: employees, managers, administrators, and so on.

SAP SuccessFactors offers these personal accessibility settings:

- High Contrast Themes - High contrast themes use of themes to create a black-and-white, high contrast visual experience.
- Color Adjustments - Color adjustments make sure that our colors work for color blindness.
- Enhanced Screen Reader Support - SAP SuccessFactors is built for screen readers. Enhanced screen reader support allows data visualizations to be read by screen readers.
- Enhanced Keyboard Navigation - SAP SuccessFactors works with keyboard shortcuts. Enhanced keyboard navigation provides onscreen instructions for non-standard keyboard controls.

Related Information

[High Contrast Themes \[page 4\]](#)

[Color Adjustments \[page 6\]](#)

[Screen Readers \[page 9\]](#)

[Keyboard Navigation \[page 11\]](#)

[Company Settings for Accessibility \[page 15\]](#)

[Additional Information about Accessibility in SAP SuccessFactors \[page 17\]](#)

1.1 High Contrast Themes

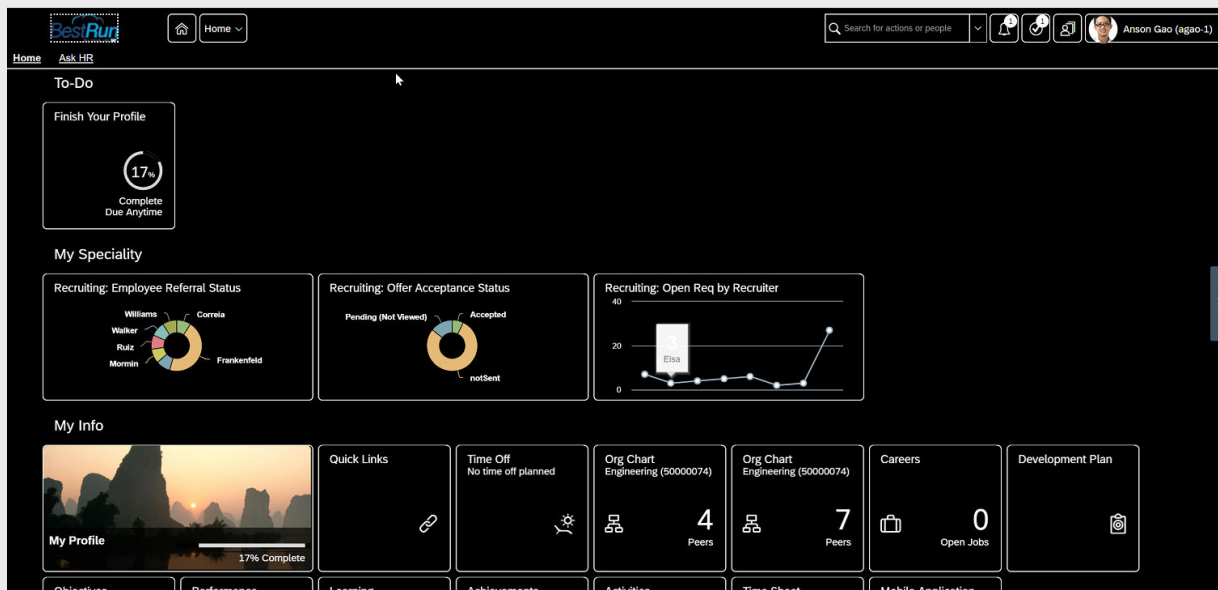
High contrast themes enable you to apply greater color contrast in the user interface so that it is easier for you to use.

You can select the high contrast theme that is better suited to your vision. You can choose either white text on a black background or black text on a white background, depending on your needs.

To enable a high contrast theme, use your personal accessibility settings on the user settings page.

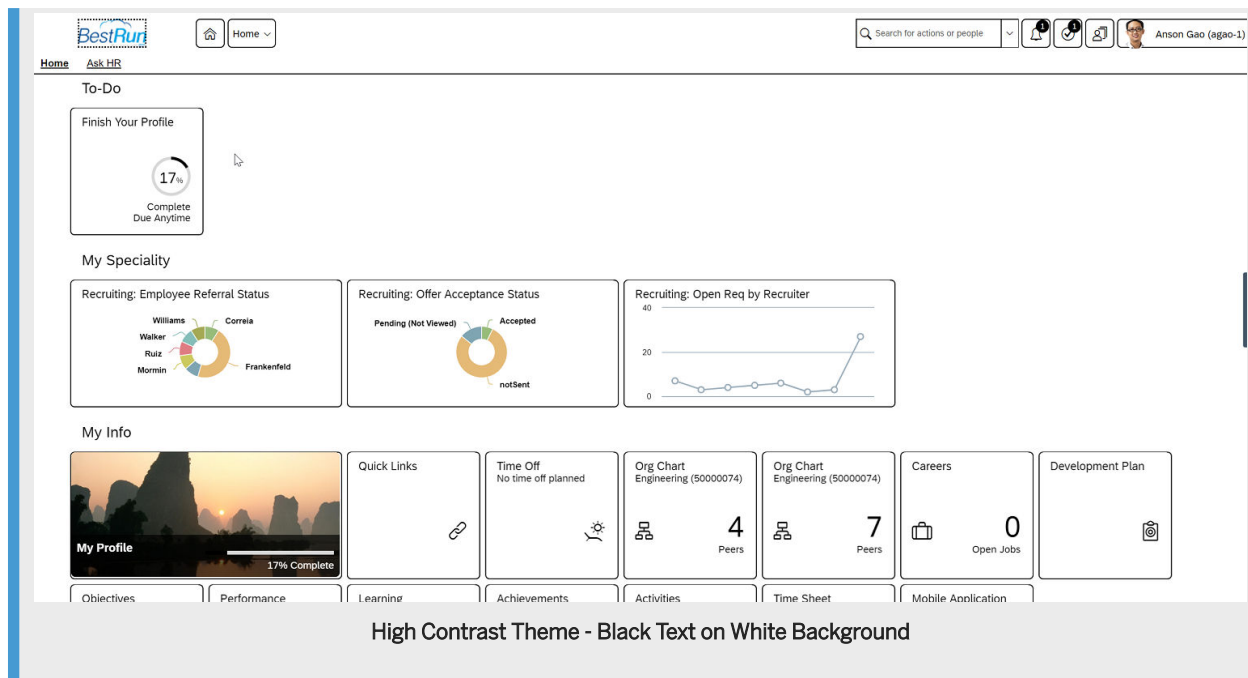
❖ Example

For example, the following image shows the home page with white text on a black background.



High Contrast Theme - White Text on Black Background

The following image shows the home page with black text on a white background.



Related Information

[Accessibility in SAP SuccessFactors \[page 3\]](#)

[Enabling High Contrast Themes \[page 5\]](#)

1.1.1 Enabling High Contrast Themes

Select the *High Contrast* setting in your personal user settings and choose a high contrast theme that is better suited to your vision.

Prerequisites

To activate this accessibility setting, you need to be able to log in to your SAP SuccessFactors system and access your personal user settings page.

Procedure

1. At the top of any page, click your name and select the menu item *Settings* to view your personal user settings.
2. Select *Accessibility Settings*.

3. Check the [High Contrast](#) setting.
4. Select your preferred high contrast theme.
 - Select [High Contrast White Text on Black Background](#) if you prefer a dark theme. This theme is recommended for users with light sensitivity.
 - Select [High Contrast Black Text on White Background](#) if you prefer a light theme. This theme is recommended for users who need to change colors using a screen magnifier.
5. Click [Save](#).

Results

The selected high contrast theme is applied throughout the user interface the next time you log in.

Related Information

[High Contrast Themes \[page 4\]](#)

1.2 Color Adjustments

Color adjustments enable you to apply a different color scheme to certain elements in the user interface, such as charts and color-coding, so that they are easier for you to use.

You can use a built-in color vision test to select a color scheme that works best for you. You can choose from the following color schemes:

- Default color scheme
- Deuteranopia color scheme
- Tritanopia color scheme

To select your preferred color scheme, use your personal accessibility settings on the user settings page.

❖ Example

For example, here's a chart on the Admin Center homepage with the deuteranopia color scheme.

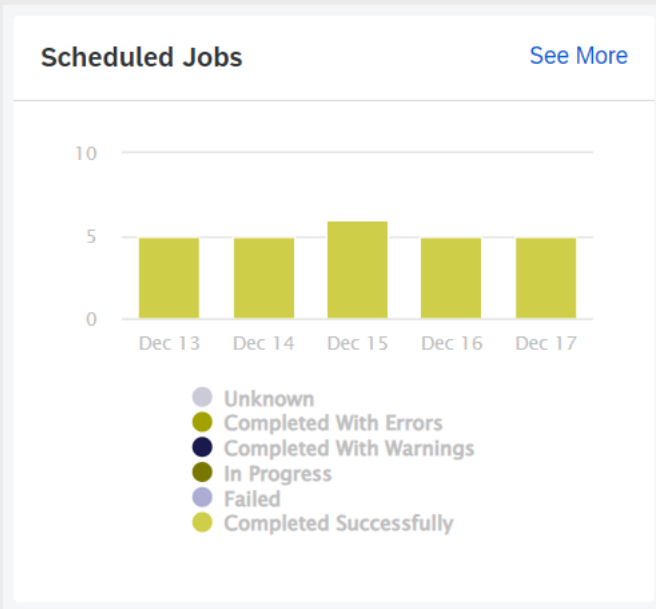


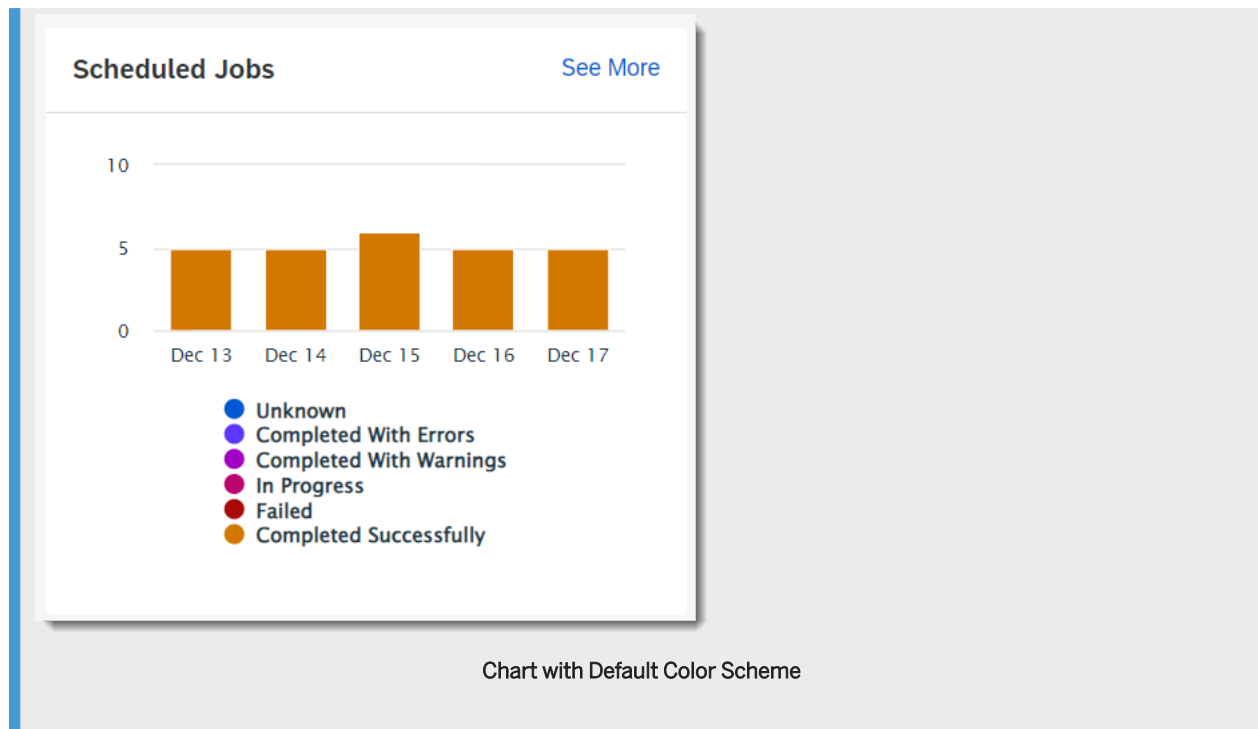
Chart with Deuteranopia Color Scheme

Here's the same chart with the tritanopia color scheme.



Chart with Tritanopia Color Scheme

Lastly, here's the same chart with the default color scheme, as defined by theme settings.



Related Information

[Accessibility in SAP SuccessFactors \[page 3\]](#)

[Enabling Color Vision Adjustments \[page 8\]](#)

1.2.1 Enabling Color Vision Adjustments

Select the [Color Vision Adjustments](#) setting in your personal user settings and choose a color scheme that is better suited to your color vision, so that we can make some elements in the user interface, such as charts and color-coding, easier for you to read.

Prerequisites

To activate this accessibility setting, you need to be able to log in to your SAP SuccessFactors system and access your personal user settings page.

Procedure

1. At the top of any page, click your name or focus on the [Account Navigation Selector](#) button and then select the menu item [Settings](#) to view your personal user settings.
2. Select [Accessibility Settings](#).
3. Check the [Color Vision Adjustments](#) setting.

You are shown several different pie charts, each using a different color scheme and divided into four distinct segments.

4. Select the pie chart for which it is easiest for you to see all four distinct segments.
 - If you select the first chart, we use our default color scheme for charts and color-coding.
 - If you select the second chart, we use the deuteranopia color scheme for charts and color-coding.
 - If you select the third chart, we use the tritanopia color scheme for charts and color-coding.
5. Click [Save](#).

Results

The selected color scheme is immediately applied to certain elements in the user interface, such as charts and color-coding, to make them easier for you to read.

Related Information

[Color Adjustments \[page 6\]](#)

1.3 Screen Readers

Screen readers are a form of assistive technology that convey information that is displayed on the screen in a non-visual way.

We recommend that you use your screen reader with SAP SuccessFactors in non-virtual modes. You may need to switch to virtual modes occasionally to access non-focusable page content.

If you use a screen reader to access data visualizations, such as charts and graphs, in SAP SuccessFactors, we also recommend that you enable the [Enhanced Screen Reader Support](#) accessibility setting to optimize your experience. This setting converts data visualizations into numeric data tables by default, so that they can be read more easily by screen readers.

→ Remember

The [Enhanced Screen Reader Support](#) setting is **not** required to use a screen reader. It only changes the default view of data visualizations to a data table.

Related Information

[Accessibility in SAP SuccessFactors \[page 3\]](#)

[Enabling Enhanced Screen Reader Support \[page 10\]](#)

[Enabling Screen Reader Support and Enhanced Keyboard Navigation for All Users \[page 15\]](#)

1.3.1 Enabling Enhanced Screen Reader Support

Select personal accessibility settings to improve use with screen readers. You can convert data visualizations, such as charts and graphs, into numeric data tables that can be read by screen readers.

Prerequisites

To activate these accessibility settings, you need to be able to log in to your SAP SuccessFactors system and access your personal user settings page.

Context

For users with a screen reader, these settings are optional. These settings are intended only to improve your user experience and make data visualizations more readable. You can use a screen reader with your SAP SuccessFactors system, with or without these settings.

Procedure

1. At the top of any page, click your name or focus on the [Account Navigation Selector](#) button and then select the menu item [Settings](#) to view your personal user settings.
2. Select the [Accessibility Settings](#) tab.
3. Check the [Enhanced Screen Reader Support](#) setting.
4. Click [Save](#) or focus on the [Save](#) button and activate it to save your changes.

Results

The next time you log in, data visualizations, such as charts and graphs, are converted into numeric data tables that are easier for your screen reader to read.

Related Information

[Screen Readers \[page 9\]](#)

1.4 Keyboard Navigation

Keyboard navigation is when you use keyboard shortcuts to navigate a software application. Some people may use keyboard navigation only, if they aren't able to use other devices like a mouse or touchscreen. Other people may use keyboard navigation for greater speed or efficiency, in combination with other devices.

If you use keyboard navigation, you are probably familiar with many of the standard keyboard shortcuts commonly used by modern software applications. In general, you can use these standard shortcuts in the SAP SuccessFactors application as well. In addition, some SAP SuccessFactors pages or features also provide non-standard keyboard shortcuts to make them easier to use.

If you use keyboard navigation and want to see additional onscreen instructions about how to use keyboard shortcuts on different pages, we recommend that you enable the [Enhanced Keyboard Navigation](#) accessibility setting to optimize your experience.

→ Remember

The [Enhanced Keyboard Navigation](#) setting is **not** required to use keyboard-only navigation. It only provides additional onscreen instructions that aren't visible otherwise.

Related Information

[Accessibility in SAP SuccessFactors \[page 3\]](#)

[Enabling Enhanced Keyboard Navigation \[page 11\]](#)

[Enabling Screen Reader Support and Enhanced Keyboard Navigation for All Users \[page 15\]](#)

[Keyboard Shortcuts \[page 13\]](#)

[Keyboard Shortcuts \[page 13\]](#)

1.4.1 Enabling Enhanced Keyboard Navigation

Select personal accessibility settings that enable additional onscreen instructions to aid keyboard navigation.

Prerequisites

To activate these accessibility settings, you need to be able to log in to your SAP SuccessFactors system and access your personal user settings page.

Context

For users of keyboard-only navigation, these settings are optional. These settings are intended only to improve your user experience and provide onscreen guidance on how to use keyboard shortcuts on different pages. You can use keyboard-only navigation in your SAP SuccessFactors system with or without these settings.

Procedure

1. At the top of any page, click your name or focus on the [Account Navigation Selector](#) button and then select the menu item [Settings](#) to view your personal user settings.
2. Select [Accessibility Settings](#).
3. Check the [Enhanced Keyboard Navigation](#) setting.
4. Click [Save](#) or bring focus to the [Save](#) button and activate it to save your changes.
5. If you use Learning, also enable onscreen instructions on Learning screens.
 - a. Go to Learning.
 - b. Bring focus to the [Turn Accessibility On](#) setting on any end-user page and activate it.

Results

The next time you log in, you can see onscreen instructions to aid keyboard navigation on some screens.

Related Information

[Keyboard Navigation \[page 11\]](#)

[Keyboard Shortcuts \[page 13\]](#)

2 Keyboard Shortcuts

Keyboard shortcuts enable you to navigate the user interface and access functions efficiently.

Standard Keyboard Controls

In general, SAP SuccessFactors applications recognize most keyboard shortcuts that are commonly available in modern software. The following table lists a few of them.

Action	Keyboard Shortcut
Move focus forward to the next link or control	Tab
Move focus backward to the previous link or control	Shift + Tab
Select or activate a control	Spacebar or Enter
Close a menu or dialog box	Esc
Move focus up and down a list or menu	Up arrow or Down arrow

→ Tip

Most pages in SAP SuccessFactors applications are built on SAP standard UI technology, called "SAPUI5". As a result, most pages also recognize keyboard shortcuts that are built into the standard SAPUI5 framework.

[SAPUI5 Accessibility for End Users](#)

SAP SuccessFactors Keyboard Controls

Some SAP SuccessFactors applications provide additional keyboard shortcuts that are specific to a given page or feature. The following table gives an overview of these non-standard keyboard shortcuts.

UI Element	Action	Keyboard Shortcut
General navigation	Move focus forward to the first control in the next group of controls	F6
	Move focus backward to the first control in the previous group of controls	Shift + F6
People Search	When focused on a person in search results, open and move focus to that person's employee quickcard.	Ctrl + Shift + 1

UI Element	Action	Keyboard Shortcut
Organization Chart	Search the user directory.	Ctrl + Shift + 2
	Move focus between peers within the same team	Left arrow or Right arrow
	Move focus up and down the organization chart, between managers and their direct or matrix reports.	Up arrow or Down arrow
	When focused on a person in the organization chart, expand or collapse the display of their direct or matrix reports.	Enter
	When focused on a person in the organization chart, open and move focus to that person's employee quickcard.	Ctrl + Shift + 1
	When focused on a person in the organization chart who has multiple managers, open and move focus to a list of their managers.	Alt + Enter

Related Information

[Keyboard Navigation \[page 11\]](#)

3 Company Settings for Accessibility

As an administrator, you can enable some accessibility features globally for all users.

Related Information

[Additional Information about Accessibility in SAP SuccessFactors \[page 17\]](#)

[Enabling Screen Reader Support and Enhanced Keyboard Navigation for All Users \[page 15\]](#)

3.1 Enabling Screen Reader Support and Enhanced Keyboard Navigation for All Users

Enable the personal accessibility settings [Enhanced Keyboard Navigation](#) and [Enhanced Screen Reader Support](#) globally, for all users who have never manually done so themselves.

Prerequisites

- You have the ► [Manage System Properties](#) ► [Company System and Logo Settings](#) ► permission.

Context

This company-wide accessibility setting only affects users who have never saved changes to their personal accessibility settings for keyboard navigation or screen reader support. If a user has selected their own accessibility preferences, their personal settings take precedence.

Procedure

- Go to ► [Admin Center](#) ► [Company System and Logo Settings](#) ►.
- Select the option [Enhanced Screen Reader Support and Keyboard Navigation](#).
- Click [Save Company System Setting](#) to save the change.

Results

The personal accessibility settings *Enhanced Keyboard Navigation* and *Enhanced Screen Reader Support* are enabled for all users who have never manually saved either of these settings themselves.

Users who **have** manually saved either of these settings themselves are not affected. Their personal settings take precedence.

Next Steps

Advise people who use SAP SuccessFactors Learning that they can also enable *Turn Accessibility On* settings to aid keyboard navigation on some Learning screens.

Related Information

[Screen Readers \[page 9\]](#)

[Keyboard Navigation \[page 11\]](#)

4 Additional Information about Accessibility in SAP SuccessFactors

Additional notes about accessibility in the SAP SuccessFactors HCM suite.


Use the Latest UI Version

In general, we recommend using the latest version of the UI version of every SAP SuccessFactors solution or feature for the best possible user experience. Accessibility features work best in the latest version.

If you are having trouble using accessibility features with a particular solution or on a particular screen, please contact your company administrator for help. It is possible that your company system needs to be upgraded.

If you are an administrator, we recommend adopting the latest UI version for each of your SAP SuccessFactors solutions.

Additional Information

- For information about system requirements that might affect users of accessibility features, such as supported browsers, please refer to the [Client-Side Requirements](#)
- For information about using the **JAWS for Windows** screen reader with SAP products, refer to this [988421](#) .
- For information about SAP Jam Collaboration, please refer to the [SAP Jam Collaboration User Guide](#).

Related Information

[Accessibility in SAP SuccessFactors \[page 3\]](#)

Change History

Learn about changes to the documentation for SAP SuccessFactors accessibility features in recent releases.

1H 2024 – Present

Type of Change	Description	More Info
None	We did not update this document.	

2H 2023

Type of Change	Description	More Info
Changed	We changed the keyboard shortcut in Org Chart from Ctrl + Shift + 2 to Alt + Enter .	Keyboard Shortcuts [page 13]
Changed	We have moved the Change History to the end of the guide.	Accessibility in SAP SuccessFactors [page 3]

Related Information



[Accessibility in SAP SuccessFactors \[page 3\]](#)

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