Signing into ctcLink with a screen reader

This guide is designed to orient you to the ctcLink environment and provide you with step-by-step instructions with tips and tricks for mastering all the functions and settings in the system. While this guide is comprehensive, you may encounter small differences based on the version of ctcLink as well as the screen reader version that you are currently using. However, you will find that the instructions are generally the same across various screen reader platforms. For the purposes of creating this guide, the 2019 latest version of JAWS screen reader was chosen for testing. JAWS is widely considered as the industry standard for screen reader testing for Windows. This guide was created while using the latest version of Windows 10 operating system.

Tip: The Table of Contents at the beginning of this document is designed for both screen reader users and magnification software users. Each section of the table of contents jumps to the section of the document that it corresponds to. For example: If using a mouse, simply click on the link and you will jump to that section. If using a screen reader, open your context menu when your focus is on the hyperlink in the table of contents. Open the hyperlink and you will jump to that bookmark in the document. Try bookmark navigation with the Introduction to see how it works.

Tip: ctcLink does not have a contrast or text size adjustment tool built into the system. If you are using a Magnification tool, you can adjust contrasts through your program as well as text size. You will find that there is not a set color scheme throughout the ctcLink environment so you may need to adjust contrast on the fly throughout your session. Navigating by selecting Tiles is a core component of the system. These tiles vary in size and may take up larger portions of the page then you are used to and may require zoom level adjustments on occasion.

Signing in Using Screen Reader Mode

The first step for accessing ctcLink starts with the Sign In screen. This page has a simple layout and you can navigate using your navigational arrows and the Tab key. You can also jump between forms using the F key or by activating the Forms List Dialogue Box by holding Insert and pressing F5 (Insert+F5). From here, you can navigate using your up and down arrows and press Enter on your selection.

Tip: The Sign In button announces instructions for selecting Enable screen reader Mode. However, you will need to navigate beyond the Sign In button to the Enable screen reader Mode checkbox before selecting the Sign In button. Some users may hear the announcement by the screen reader on the sign in button and select the button without checking the box for screen reader mode. If the screen reader mode is not enabled before signing in, you may encounter several accessibility issues when navigating the environment. There is an option to enable screen reader mode after signing in, under My Preferences, which we will cover at a later point in this guide.