

How to Modify/Cancel Accommodations

Please complete the following steps if you decide you need to change or no longer need a particular accommodation for a class.

Step 1:

Visit the SAS website, and select the **Knights Access Portal** (Figure 1).

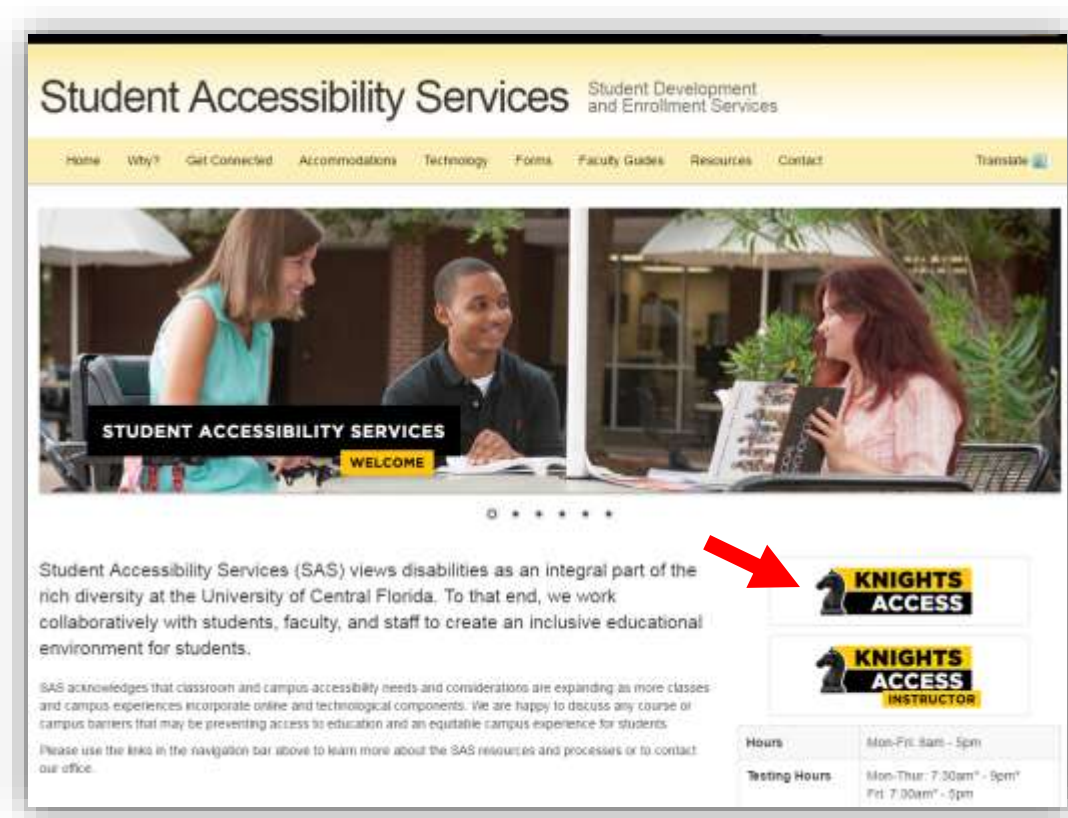


Figure 1: SAS website with red arrow pointing to Knights Access Portal

Step 2:

Sign on to Knights Access using your NID and NID password (Figure 2).

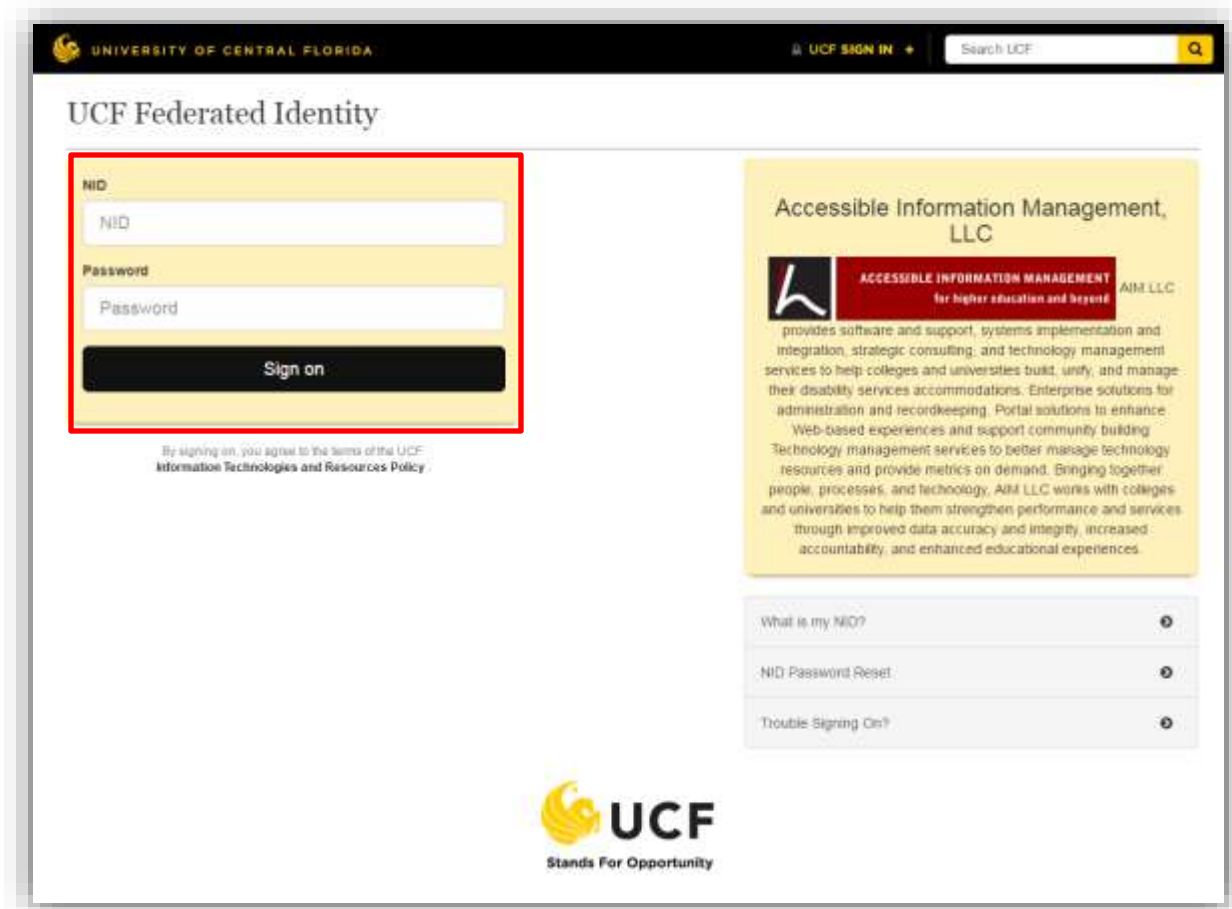


Figure 2: Knights Access Log in page screenshot with red box around the NID and NID password

Step 3:

On the My Dashboard Overview (your homepage), scroll down to the current term to locate the class for which you wish to modify/cancel accommodations (Figure 3).

Select **'Modify Request'** if you wish to change your selected accommodations for a class.

Select **'Cancel Request'** if you want to completely cancel accommodations for a class.

The screenshot displays a user interface for managing accommodations. At the top, it says "Welcome Harry Potter!" and includes navigation links for "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out". A sidebar on the left shows a calendar for Spring Break with dates March 09, 10, and 11. The main content area shows a table of records for the "Term: Spring 2016". The first record is "ABC 1000.0001 - Zpretend Class (CRN: 00001)". A red arrow points to this record, and a red circle highlights the "Modify Request" and "Cancel Request" buttons. Below the record, there are sections for "Request Status" (Approved), "Notification Letter" (Scheduled), and "List Accommodation(s) Selected for ABC 1000.0001" (Alternative Testing, Notetaking Services).

Figure 3: Modify Accommodation Request screenshot

Step 4:

You can now select or de-select what accommodations you need for each class (Figure 4).

Then select 'Update Request' at the bottom of the page.

The screenshot displays the 'Knights Access' portal for the University of Central Florida. The main content area is titled 'OVERVIEW' and shows details for class 'ABC 1000.0001 - Zpretend Class (CRN: 00001)'. The instructor is 'Ima Knight', and the class is held on 'MWF at 09:00 AM - 10:50 AM' from '01/11/2016 - 05/04/2016' at 'CSB 201'. The request status is 'Approved', with a green checkmark icon. The 'Request Status' section includes a table with the following information:

Request Status	First Entered by: Matthew Lowe
	First Entered on: 01/04/2016 at 11:47 AM
	Last Updated by: Johanna Thompson
	Last updated on: 01/04/2016 at 05:04 PM

The 'Notification Letter' section shows the status as 'Scheduled' and lists 'Last Emailed: Not Specified', 'Last Printed: Not Specified', and 'Last Read by Instructor: Not Specified'. Below this, there is a section for 'Select Accommodation(s) for ABC 1000.0001' with two checked options: 'Alternative Testing' and 'Notetaking Services'. An 'Important Note' section states: 'Your request for accommodation has been APPROVED and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification. To view all pending request submitted for this class, please use the following link: View Pending Request(s). Please contact our office if you have not received any update regarding your pending request within 3 business days.' At the bottom, there are three buttons: 'Update Request', 'Cancel Request', and 'Back to List'. The 'Update Request' button is circled in red.

Figure 4: Update Accommodation Request screenshot

Step 5:

A white check mark inside a green circle will display to confirm that the system has successfully processed your request (Figure 5).

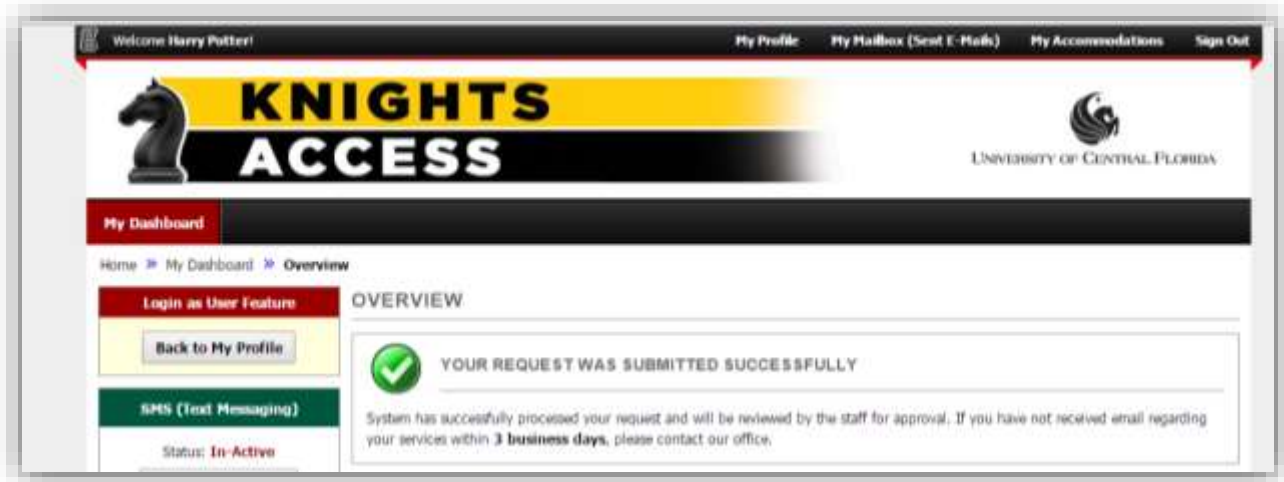


Figure 5: Successful Request screenshot

Questions? Contact Us!
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