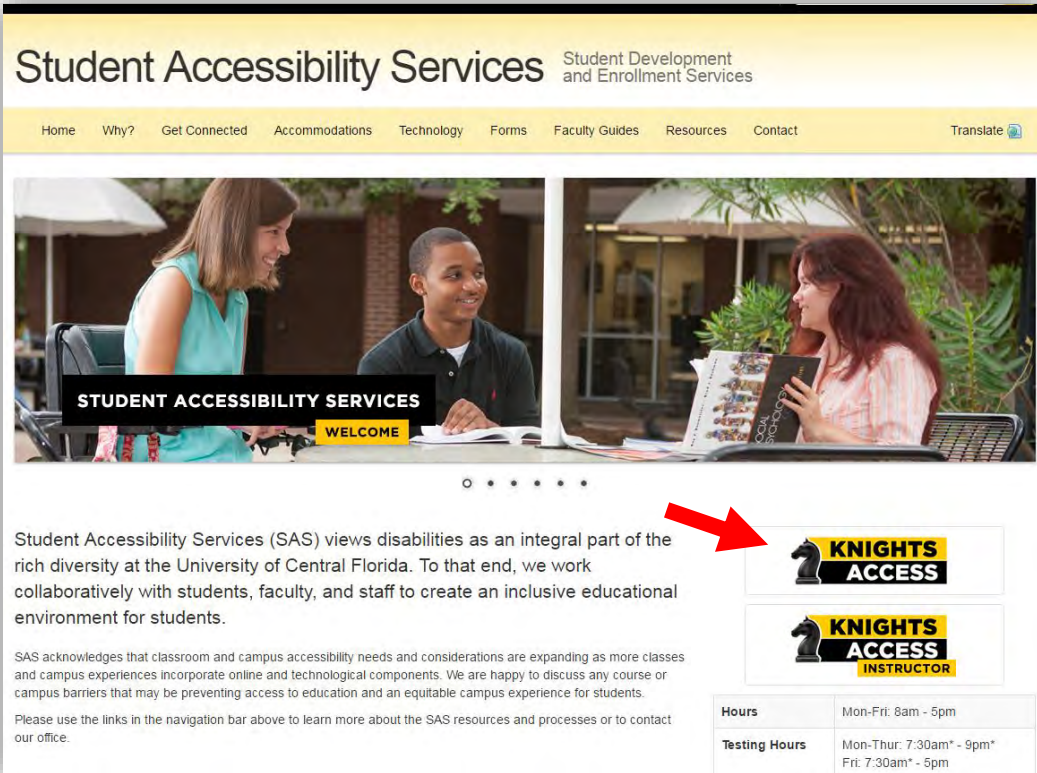


## How to Request Accommodations

Before requesting accommodations you must first get connected with our office. For instructions, please visit <http://sas.sdes.ucf.edu/> and select 'Get Connected.'

### Step 1:

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



**Student Accessibility Services** Student Development and Enrollment Services

Home Why? Get Connected Accommodations Technology Forms Faculty Guides Resources Contact Translate

**STUDENT ACCESSIBILITY SERVICES** WELCOME

Student Accessibility Services (SAS) views disabilities as an integral part of the rich diversity at the University of Central Florida. To that end, we work collaboratively with students, faculty, and staff to create an inclusive educational environment for students.

SAS acknowledges that classroom and campus accessibility needs and considerations are expanding as more classes and campus experiences incorporate online and technological components. We are happy to discuss any course or campus barriers that may be preventing access to education and an equitable campus experience for students.

Please use the links in the navigation bar above to learn more about the SAS resources and processes or to contact our office.

**KNIGHTS ACCESS**

**KNIGHTS ACCESS INSTRUCTOR**

<b>Hours</b>	Mon-Fri: 8am - 5pm
<b>Testing Hours</b>	Mon-Thur: 7:30am* - 9pm* Fri: 7:30am* - 5pm

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

**Step 2:**

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

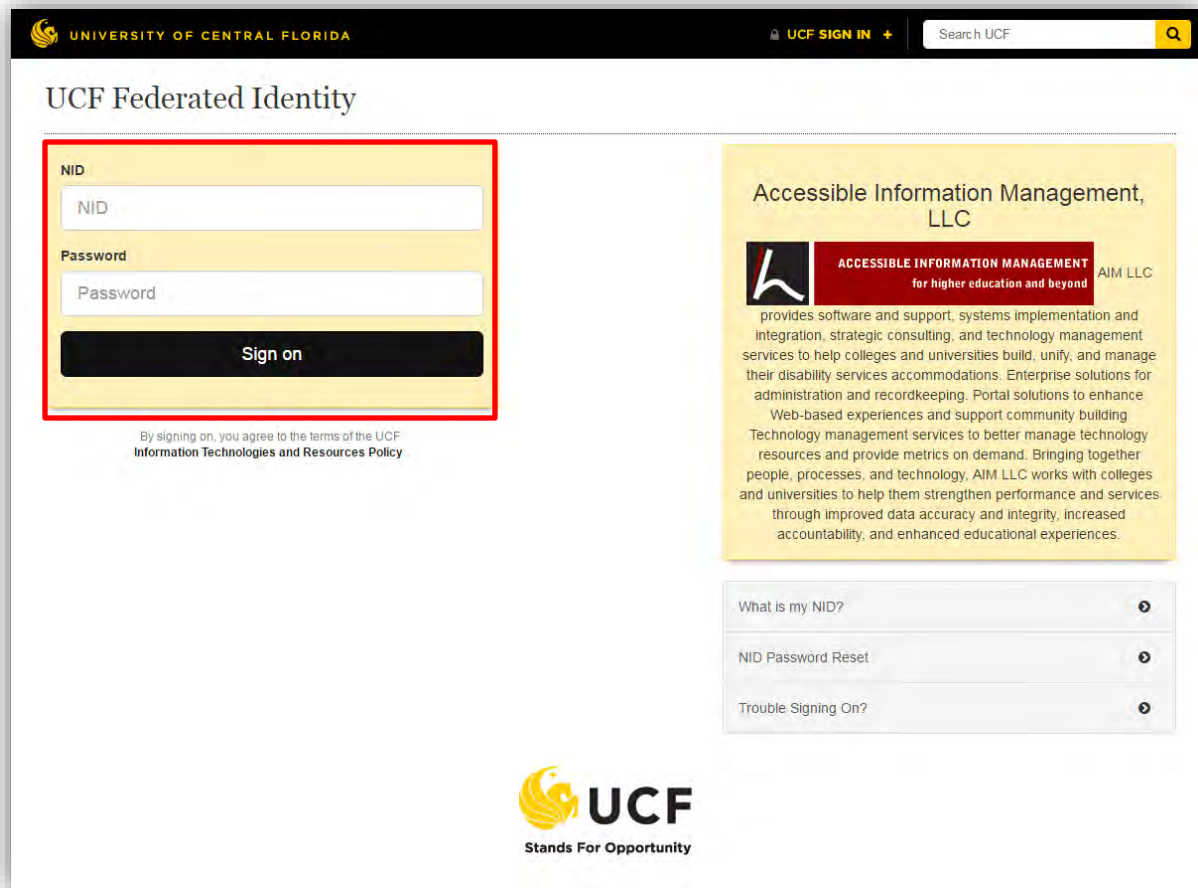


Figure 2: Knights Access Sign In page screenshot

### Step 3:

Navigate to 'Select Accommodations for Your Class,' circled in red (Figure 3).

**KNIGHTS ACCESS**  
UNIVERSITY OF CENTRAL FLORIDA

My Dashboard

Home >> My Dashboard >> Overview

**OVERVIEW**

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- Your To Do List:**  
**No Accommodation Requests Found**  
You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.

If you have any questions, please contact our office.

**Student Accessibility Services**  
4000 Central Florida Blvd.  
Ferrell Commons 7F Room 185  
Orlando, FL 32816-0161  
Phone: 407-823-2371  
Fax: 407-823-2372  
Email: sas@ucf.edu

**Select Accommodations for Your Class**

**Important Note**

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student Accessibility Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Any questions or concerns?  
Use the following contact

Figure 3: Knights Access My Dashboard screenshot

#### Step 4:

Under the heading ‘**Select Accommodations for Your Class,**’ (Figure 4) select the classes you would like to request accommodations for.

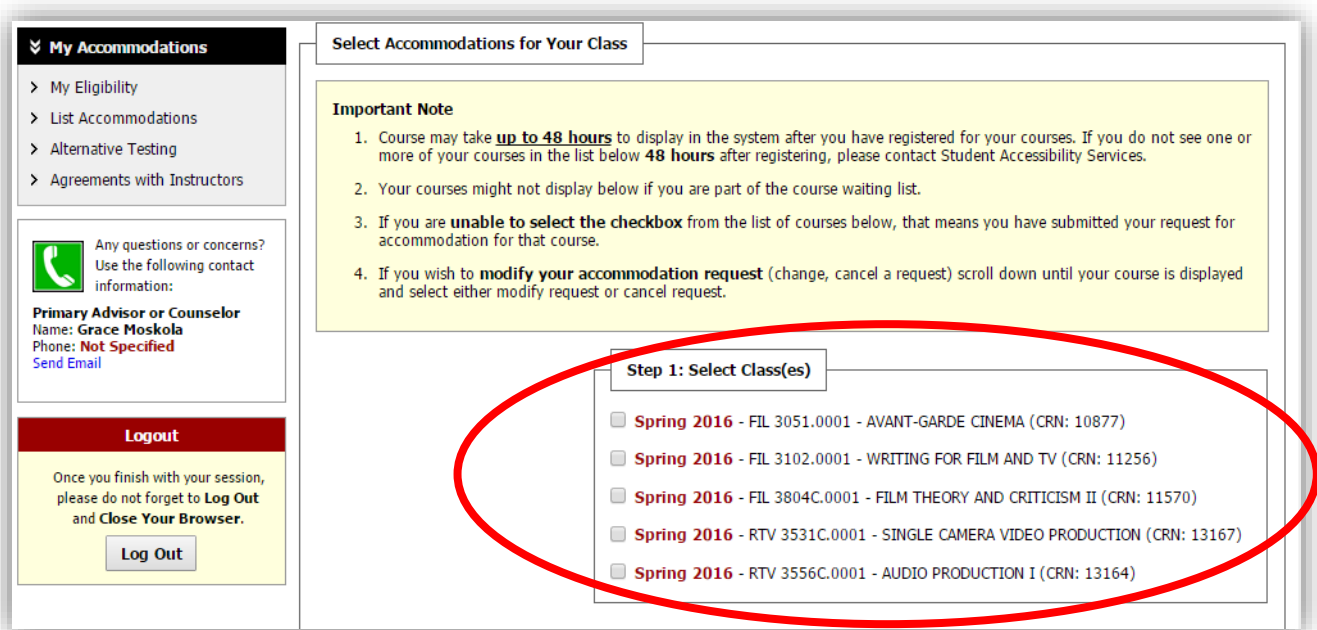


Figure 4: Selecting Accommodations screenshot

#### Step 5:

Then scroll down and select ‘**Step 2- Continue to Customize Your Accommodations**’ (Figure 5).

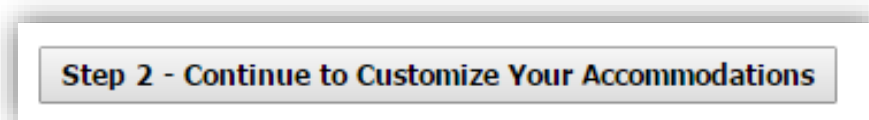


Figure 5: Customize your Accommodations button screenshot

**Step 6:**

The next page will list your classes for the upcoming term. Under the headings ‘**Select Accommodation(s) for your class,**’ select the accommodation(s) you would like to use for each class (Figure 6).

The screenshot displays a web interface for selecting accommodations. At the top, there are navigation links: **My Profile**, **My Mailbox (Sent E-Mails)**, **My Accommodations**, and **Sign Out**. The main content area lists two classes:

- RTV 3531C.0001 - Single Camera Video Production (CRN: 13167)**
  - Instructor(s): **Mr George Bagley**
  - Days and Time(s): **MW at 05:00 PM - 06:50 PM**
  - Date Range(s): **01/11/2016 - 05/04/2016**
  - Location(s): **NSC 0152B**
  - A warning box:  Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.
  - A selection box: **Select Accommodation(s) for RTV 3531C.0001** (circled in red)
  - Accommodation options:  Alternative Testing
- RTV 3556C.0001 - Audio Production I (CRN: 13164)**
  - Instructor(s): **Dr William Kinnally**
  - Days and Time(s): **TR at 09:00 AM - 10:15 AM**
  - Date Range(s): **01/11/2016 - 05/04/2016**
  - Location(s): **NSC 0152B**
  - A warning box:  Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.
  - A selection box: **Select Accommodation(s) for RTV 3556C.0001** (circled in red)
  - Accommodation options:  Alternative Testing

At the bottom of the page, there are two buttons: **Submit Your Accommodation Requests** and **Back to Overview**.

Figure 6: Selecting Accommodations screenshot

**\*Important note:** If you wish to request and take exams at the SAS office, make sure to select ‘**Alternative Testing**’ as an accommodation.

**Step 7:**

Scroll down and select ‘**Submit Your Accommodation Requests**’ (Figure 7).

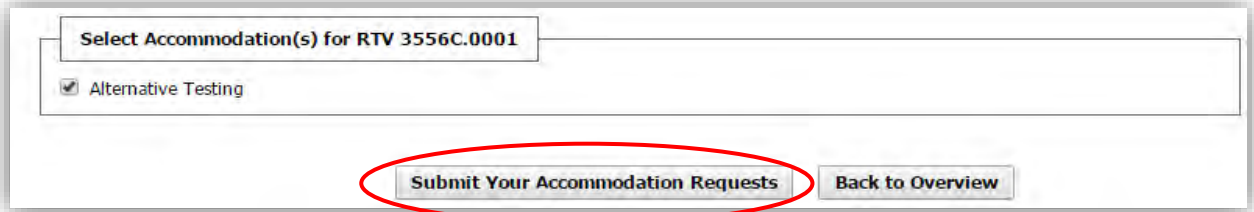


Figure 7: Submit Your Accommodation Request screenshot

**Step 8:**

A white check mark inside a green circle will display to confirm that the system has successfully processed your request (Figure 8).

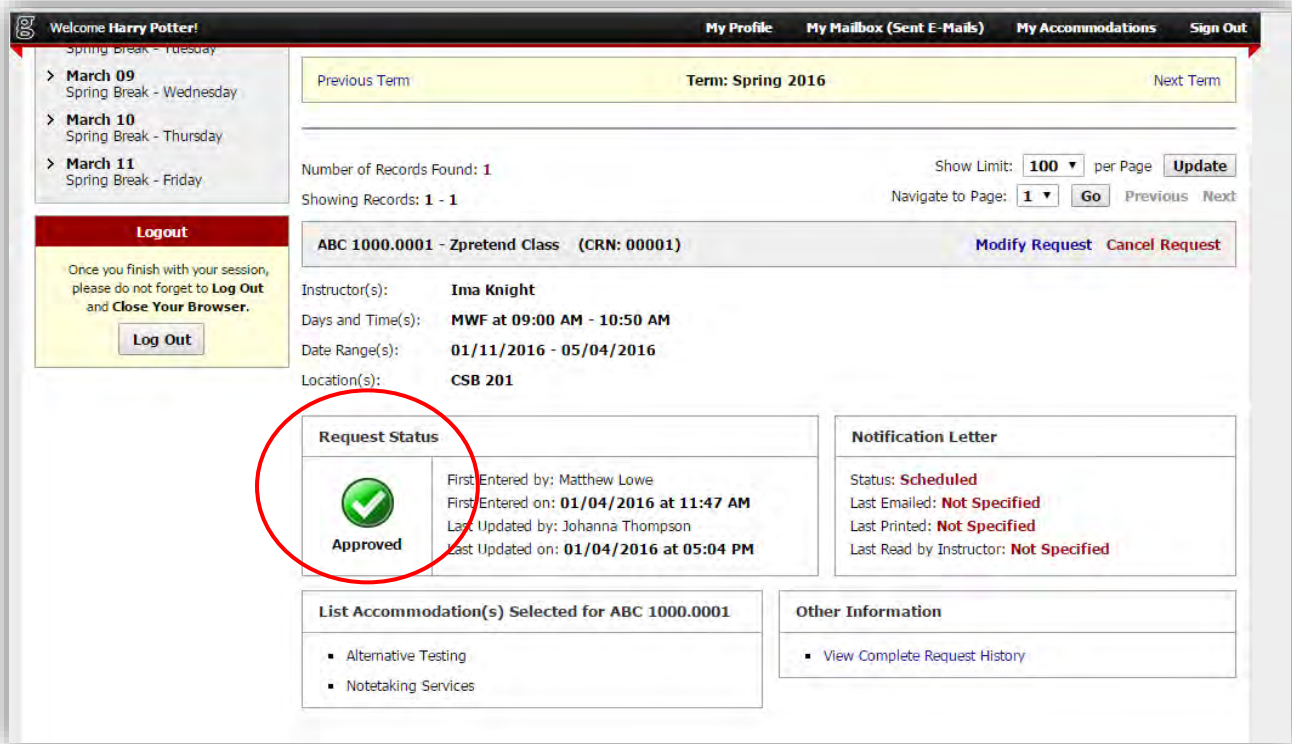


Figure 8: System successfully processed request screenshot

**Questions? Contact Us!**  
**Call: 407-823-2371**  
**Email: [SAS@ucf.edu](mailto:SAS@ucf.edu)**