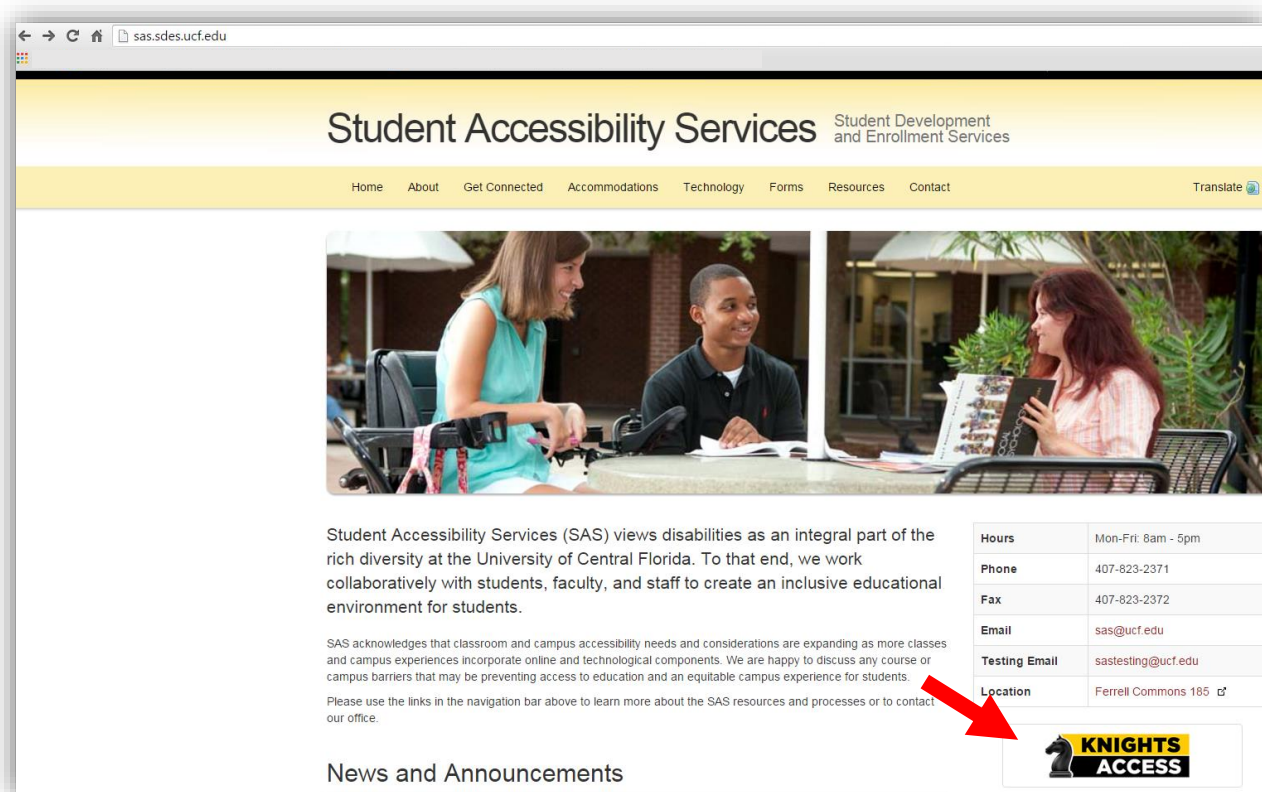


How to Request Accommodations

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).



Hours	Mon-Fri: 8am - 5pm
Phone	407-823-2371
Fax	407-823-2372
Email	sas@ucf.edu
Testing Email	sastesting@ucf.edu
Location	Ferrell Commons 185 ↗

**KNIGHTS
ACCESS**

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).

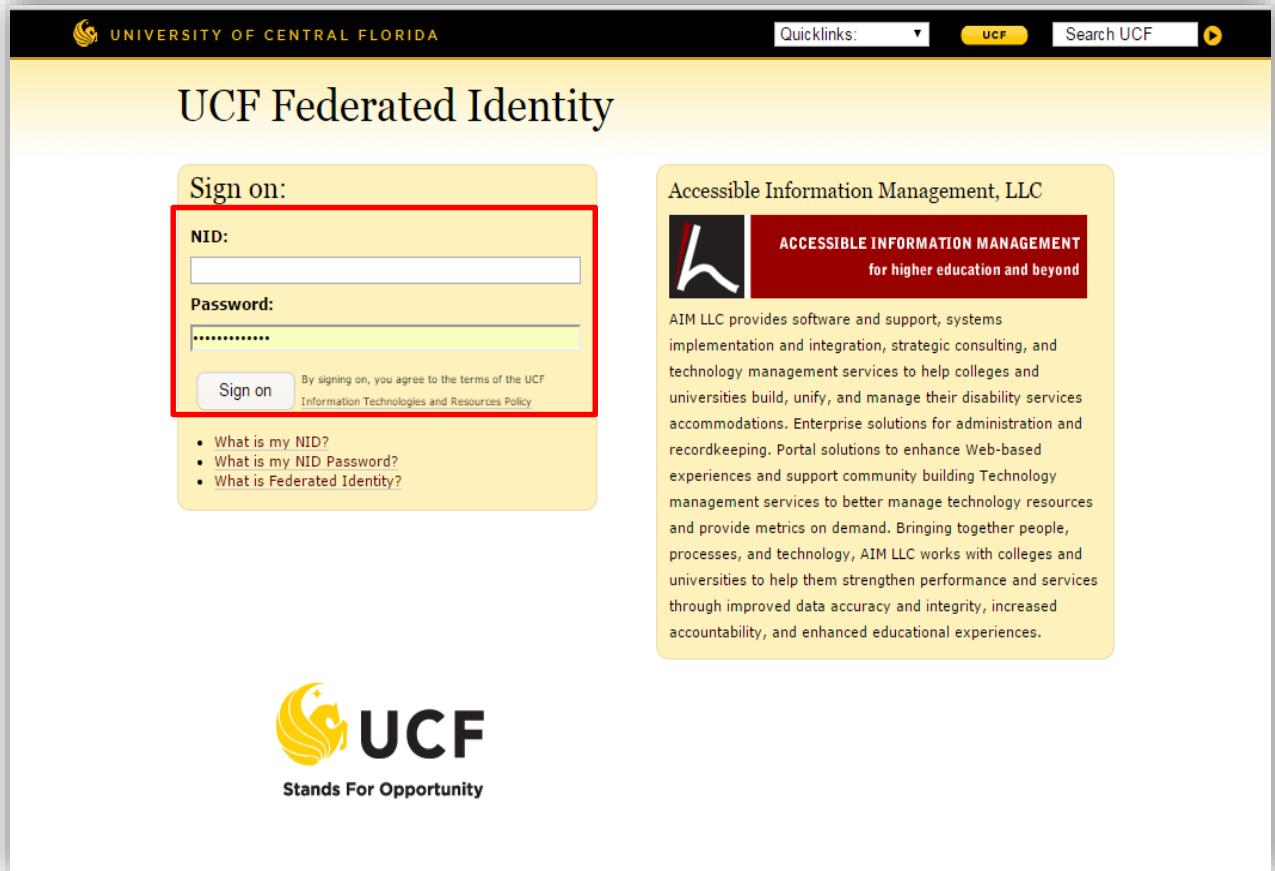


Figure 2: Knights Access Sign In page screenshot

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

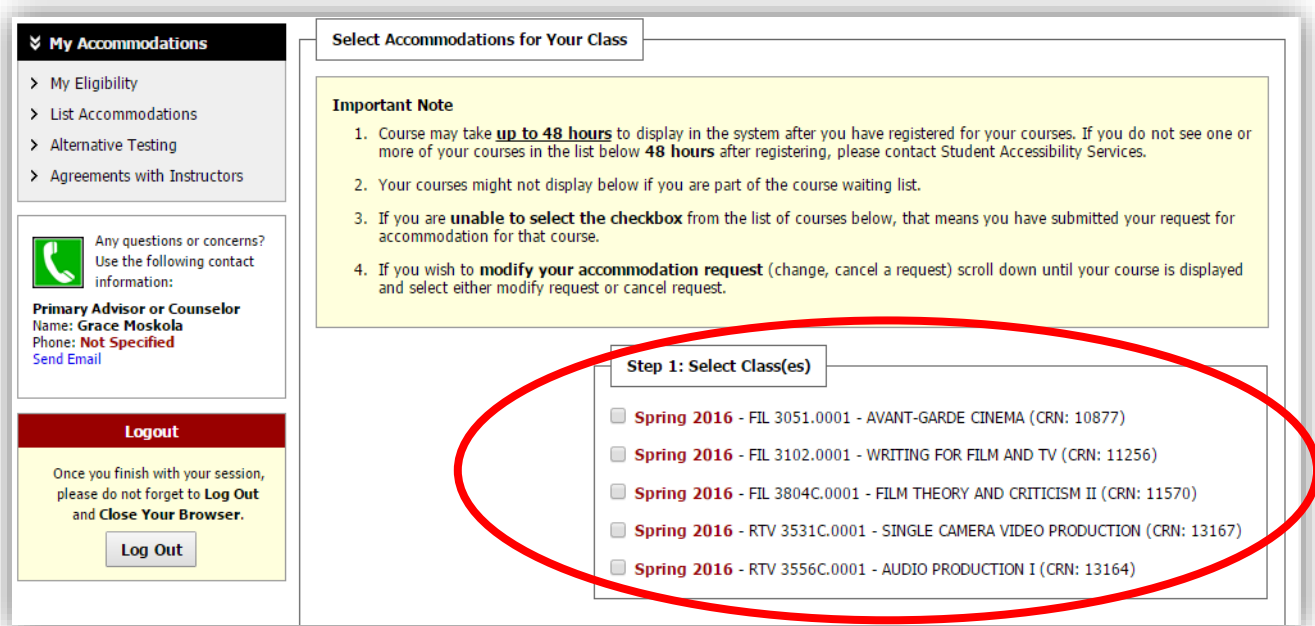
1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student Accessibility Services.
2. Your courses might not display below if you are 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.



My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Agreements with Instructors

Any questions or concerns?
Use the following contact information:

Primary Advisor or Counselor
Name: **Grace Moskola**
Phone: **Not Specified**
[Send Email](#)

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

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.

Step 1: Select Class(es)

- Spring 2016** - FIL 3051.0001 - AVANT-GARDE CINEMA (CRN: 10877)
- Spring 2016** - FIL 3102.0001 - WRITING FOR FILM AND TV (CRN: 11256)
- Spring 2016** - FIL 3804C.0001 - FILM THEORY AND CRITICISM II (CRN: 11570)
- Spring 2016** - RTV 3531C.0001 - SINGLE CAMERA VIDEO PRODUCTION (CRN: 13167)
- Spring 2016** - RTV 3556C.0001 - AUDIO PRODUCTION I (CRN: 13164)

Figure 4: Selecting Accommodations screenshot

Step 5:

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

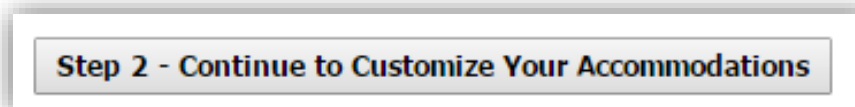


Figure 5: Customize your Accommodations button screenshot

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 shows a web interface with a navigation bar at the top containing 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below the navigation bar, there are two class entries. The first entry is for 'RTV 3531C.0001 - Single Camera Video Production (CRN: 13167)'. It lists the instructor as 'Mr George Bagley', the days and time as 'MW at 05:00 PM - 06:50 PM', the date range as '01/11/2016 - 05/04/2016', and the location as 'NSC 0152B'. Below this information is a yellow warning box with a checkbox and the text: 'Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.' Underneath the warning box is a text input field with the label 'Select Accommodation(s) for RTV 3531C.0001', which is circled in red. Below the input field is a checkbox labeled 'Alternative Testing' which is checked. The second class entry is for 'RTV 3556C.0001 - Audio Production I (CRN: 13164)'. It lists the instructor as 'Dr William Kinnally', the days and time as 'TR at 09:00 AM - 10:15 AM', the date range as '01/11/2016 - 05/04/2016', and the location as 'NSC 0152B'. It also has a yellow warning box and a red-circled 'Select Accommodation(s) for RTV 3556C.0001' input field with a checked 'Alternative Testing' checkbox. At the bottom of the page 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).

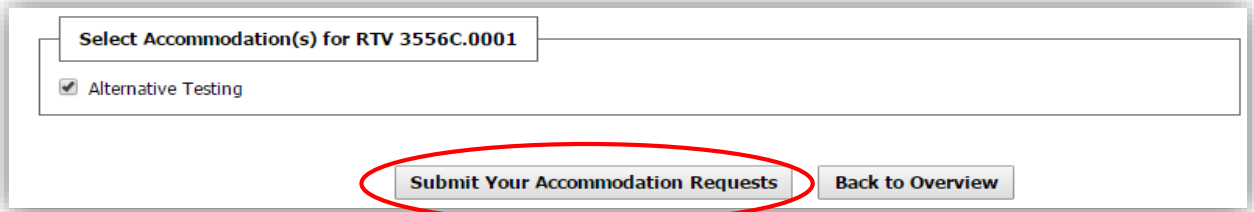


Figure 7: Submit Your Accommodation Request screenshot

Step 8:

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

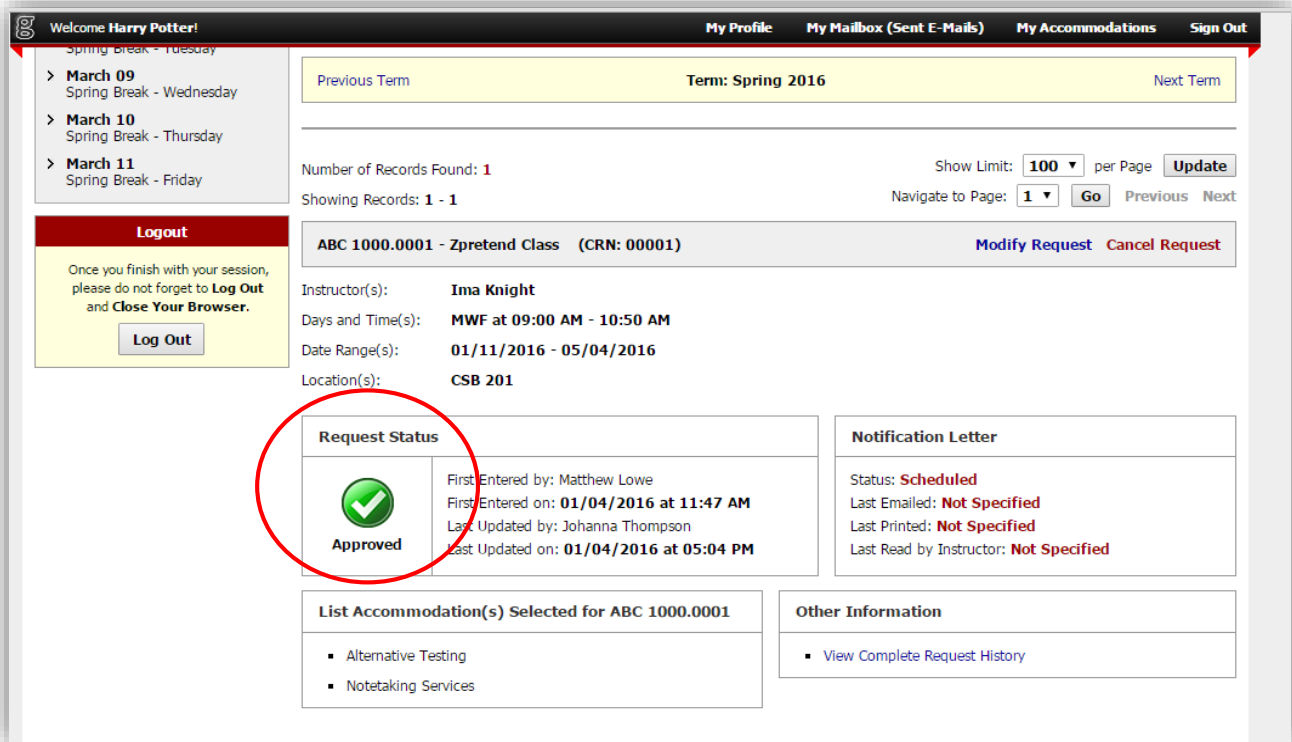


Figure 8: System successfully processed request screenshot

Questions? Contact Us!
Call: 407-823-2371
Email: SAS@ucf.edu