UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

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: Knights Access Logo

Step 2:

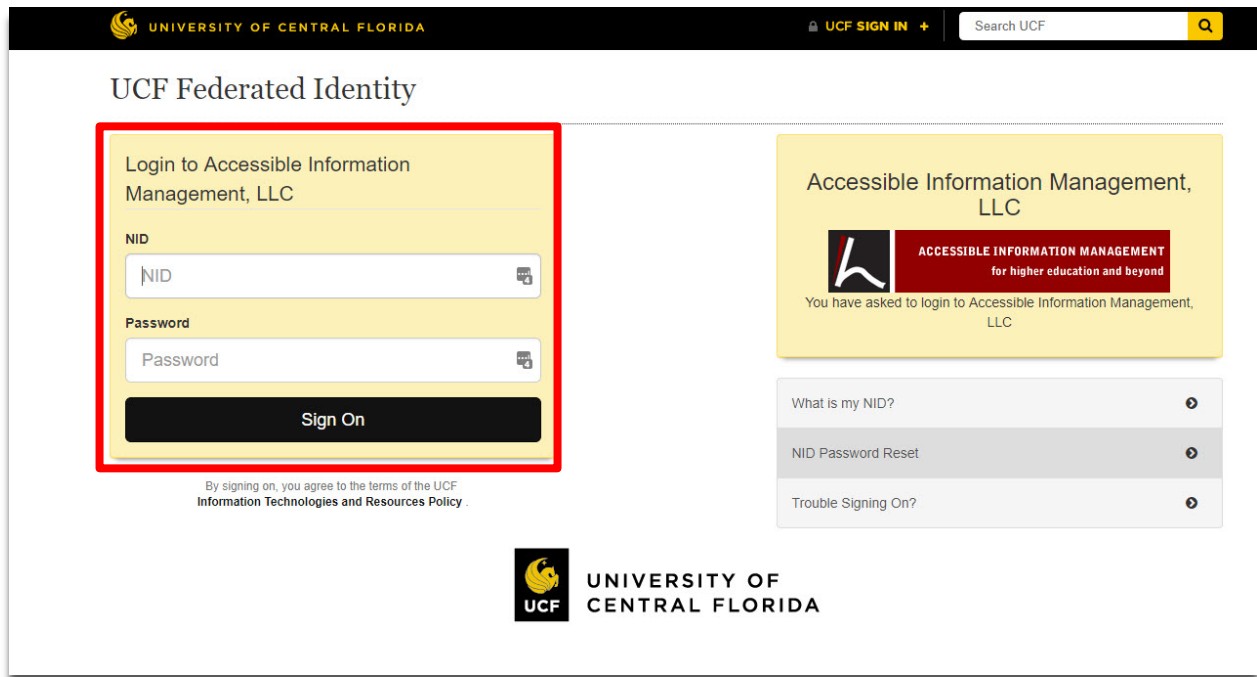Sign on to Knights Access using your NID and NID password (Figure 2).

Figure 2: Knights Access Login 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.

Figure 3: Modify Accommodation Request box screenshot with red oval around "Modify Request Cancel Request"

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.

OVERVIEW

UCF 1001.0001 - Example Course 1   (CRN: 040418)   Cancel Request

Instructor(s):   **Claudia Huff**
Days and Time(s):   **MWF at 10:00 AM - 10:50 AM**
Date Range(s):   **01/18/2018 - 05/04/2018**
Location(s):   **CB1 202 (Campus: Main)**

Request Status		**Notification Letter**
✅ **Approved**	First Entered by: Bradley Held First Entered on: **04/04/2018 at 09:44 AM** Last Updated by: Bradley Held Last Updated on: **04/04/2018 at 09:44 AM**	Status: **Scheduled** Last Emailed: **Not Specified** Last Printed: **Not Specified** Last Read by Instructor: **Not Specified**

Select Accommodation(s) for UCF 1001.0001

☑ Alternative Testing

Important Note

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.

[**Update Request**]   [**Cancel Request**]   [**Back to List**]

[**View Request History in Detail**]

Figure 4: Update Accommodation Request box screenshot with a large red oval around the "Select Accommodation(s)" box and a small red oval around the "Update Request" button

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!
Call: 407-823-2371
Email: SAS@ucf.edu