



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).



Figure 1: Knights Access Logo

Step 2:

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

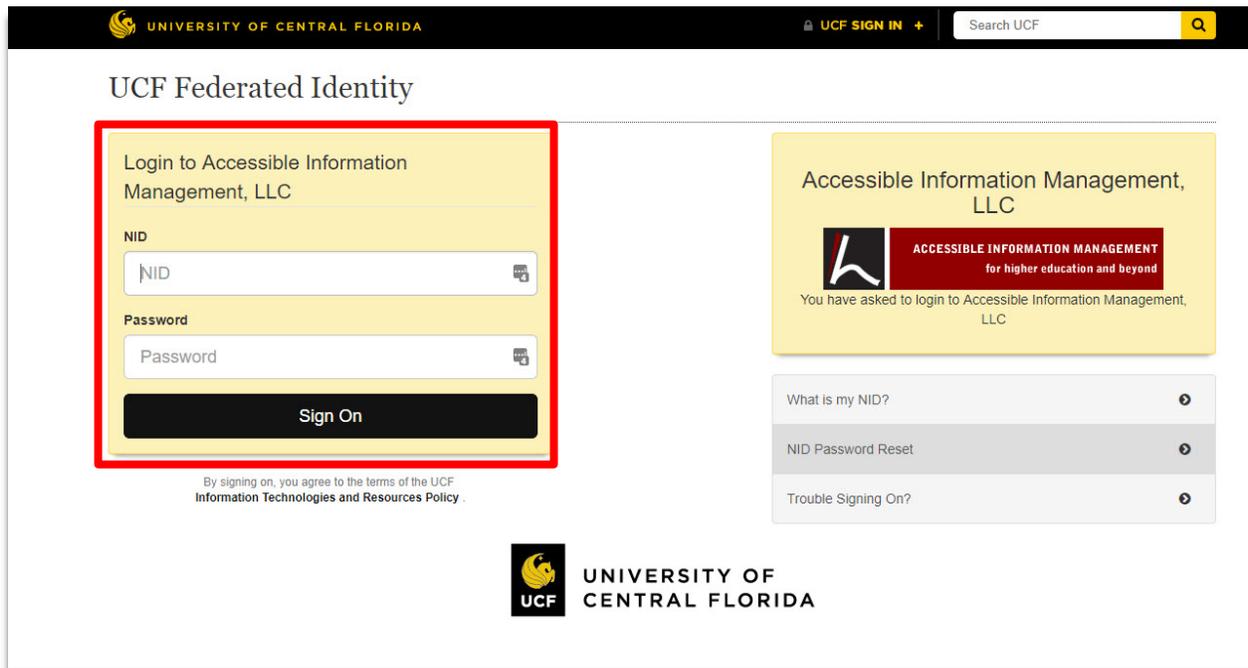


Figure 2: Knights Access Login page screenshot with red box around the NID and NID password

Step 3:

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

Welcome Iam Knight! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

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 any accommodations needed for your classes in a timely manner.

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

- 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.
- Your courses might not display below if you are part of the course waiting list.

Figure 3: Knights Access My Dashboard screenshot with arrow pointing to "Select Accommodations for Your Class"

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
- > My E-Form Agreements

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 2: Select Class(es)

- Spring 2018** - UCF 1001.001 - Example Course 1 (CRN: 040418)
- Spring 2018** - UCF 1002.001 - Example Course 2 (CRN: 040518)
- Spring 2018** - UCF 1003.001 - Example Course 3 (CRN: 040618)

Figure 4: Selecting Accommodations screenshot with a red circle around class selection.

Step 5:

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

Step 2 - Continue to Customize Your Accommodations

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).

Final Step: Select Accommodation(s) for Each Class

UCF 1001.0001 - Example Course 1 (CRN: 040418) [Class Details](#)

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)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for UCF 1001.0001

Alternative Testing

UCF 1002.0001 - Example Course 2 (CRN: 040518) [Class Details](#)

Instructor(s): **Sheri Adams**
Days and Time(s): **MWF at 02:00 PM - 02:50 PM**
Date Range(s): **01/18/2018 - 05/04/2018**
Location(s): **CB1 205 (Campus: Main)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for UCF 1002.0001

Alternative Testing

UCF 1003.0001 - Example Course 3 (CRN: 040618) [Class Details](#)

Instructor(s): **Andrea Frazier**
Days and Time(s): **TR at 10:50 AM - 12:00 PM**
Date Range(s): **01/18/2018 - 05/04/2018**
Location(s): **VAB 111 (Campus: Main)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for UCF 1003.0001

Alternative Testing

Figure 6: Selecting Accommodations screenshot with red circles around “Select Accommodations” for each class.

***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).

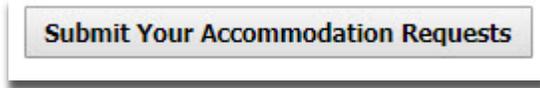


Figure 7: Screenshot of “Submit Your Accommodation Requests” button

Step 8:

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

UCF 1001.0001 - Example Course 1 (CRN: 040418)		Class Details Modify 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: 01/18/2018 at 08:37 AM Last Updated by: Bradley Held Last Updated on: 01/18/2018 at 08:37 AM	Status: Emailed Last Emailed: 01/18/2018 at 08:50 AM Last Printed: 01/20/2018 at 08:50 AM Last Read by Instructor: 01/18/2018 at 08:50 AM
List Accommodation(s) Selected for UCF 1001.0001		Other Information
▪ Alternative Testing		▪ View Complete Request History

Figure 8: System successfully processed request screenshot with red circle around approved icon

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