



How to Request E-Text

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

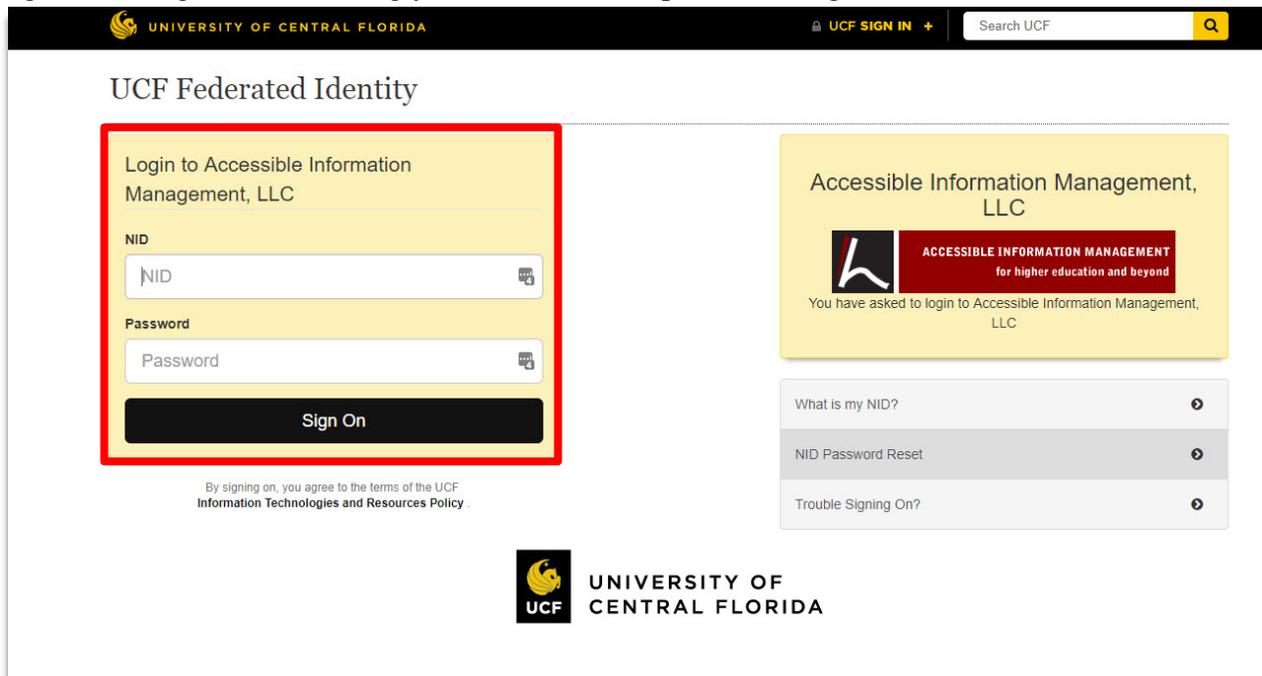


Figure 2: Knights Access Login page screenshot with red box around the NID and NID password

E-text Guidelines

According to copyright laws, textbook purchase is required for each request. Proof of purchase will be requested by AT services on behalf of the publisher.

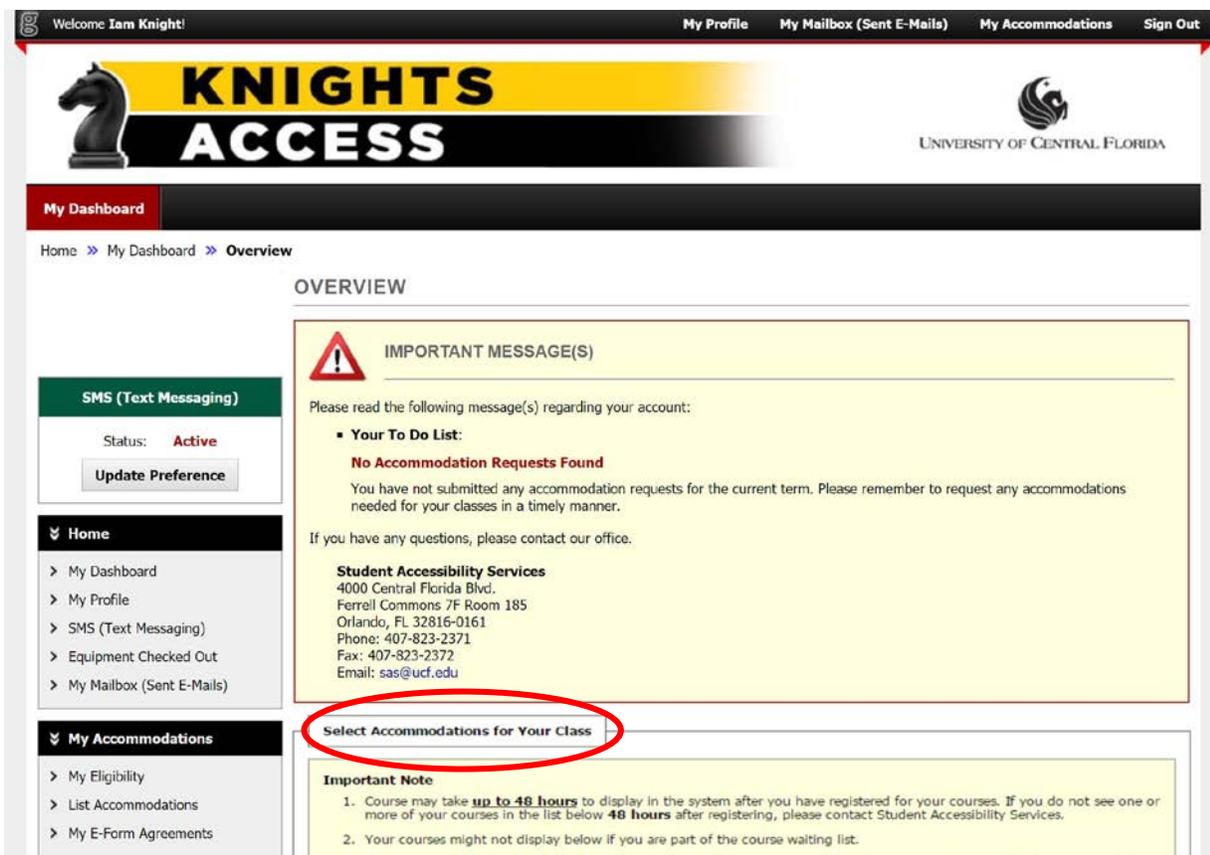
It is recommended that students request materials immediately after priority registration; Purchase isn't required to begin production. Conversion of e-text can take up to 2 weeks. Please allow sufficient time to process your request.

Check the UCF Bookstore Website and other online e-text retailers to determine if the textbook is available to purchase in a digital format. To provide immediate access to this accommodation, AT services suggest that you purchase the e-text format when possible, instead of the physical print format.

E-text files may not be reproduced or shared, as this is a violation of copyright. Adhere to the UCF Golden Rule as outlined by the Office of Student Rights and Responsibilities.

Step 3:

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



The screenshot displays the Knights Access My Dashboard interface. At the top, there is a navigation bar with links for 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The main header features the 'KNIGHTS ACCESS' logo and the University of Central Florida logo. Below the header, the 'My Dashboard' section is visible, with a breadcrumb trail: 'Home >> My Dashboard >> Overview'. The 'OVERVIEW' section contains an 'IMPORTANT MESSAGE(S)' box with a warning icon. The message states: '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., Ferral Commons 7F Room 185, Orlando, FL 32816-0161, Phone: 407-823-2371, Fax: 407-823-2372, Email: sas@ucf.edu'. Below the message, a link labeled 'Select Accommodations for Your Class' is circled in red. To the left of the message box, there are sections for 'SMS (Text Messaging)' (Status: Active, Update Preference), 'Home' (My Dashboard, My Profile, SMS (Text Messaging), Equipment Checked Out, My Mailbox (Sent E-Mails)), and 'My Accommodations' (My Eligibility, List Accommodations, My E-Form Agreements). At the bottom of the message box, an 'Important Note' is displayed: '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.'

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 **e-text** 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 1: 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.

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

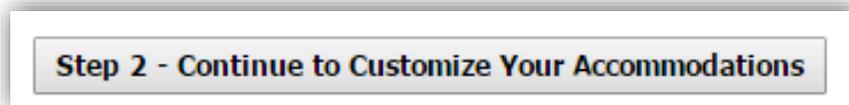


Figure 5: Customize your Accommodations button screenshot

Step 6:

The next page will list your classes for the upcoming term. Under the headings ‘**Select Accommodation(s) for your class,**’ select the ‘**E-Text**’ accommodation as well as other accommodations you may need 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)	
<input type="checkbox"/> 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	
<input checked="" type="checkbox"/> E-Text	

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)	
<input type="checkbox"/> 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	
<input checked="" type="checkbox"/> E-Text	

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)	
<input type="checkbox"/> 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	
<input checked="" type="checkbox"/> E-Text	

Figure 6: Selecting Accommodations screenshot

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).

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: 04/18/2018 at 10:04 PM Last Updated by: Bradley Held Last Updated on: 04/18/2018 at 10:04 PM	Status: Scheduled Last Emailed: Not Specified Last Printed: Not Specified Last Read by Instructor: Not Specified
List Accommodation(s) Selected for UCF 1001.0001		Other Information
<ul style="list-style-type: none">▪ E-Text		<ul style="list-style-type: none">▪ View Complete Request History

Figure 8: System successfully processed request screenshot

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