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: SAS website with red arrow pointing to Knights Access Portal](image)
Step 2:
Sign on to Knights Access using your NID and NID password (Figure 2).

Figure 2: Knights Access Log in 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 screenshot
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.

Figure 4: Update Accommodation Request screenshot
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](image)

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