How to Request Accommodations

Before requesting accommodations you must first get connected with our office. For instructions, please visit [http://sas.sdes.ucf.edu/](http://sas.sdes.ucf.edu/) and select ‘Get Connected.’

**Step 1:**
Visit the SAS website, and select the **Knights Access Portal** (Figure 1).

![SAS website with red arrow pointing to Knights Access Portal](image-url)
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).

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.

![Selecting Accommodations screenshot](image)

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

![Customize your Accommodations button screenshot](image)
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).

*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](image)

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