HOW-TO GUIDE for Knights Access Instructor:
How to View the List of Students with Course Accessibility Letters

To log into Knights Access Instructor, visit the Student Accessibility Services website: http://sas.sdes.ucf.edu/

Select the icon on the right side of the page which reads Knights Access Instructor as shown in Figure 1. (Do not to select the Knights Access icon.)

Sign in using your NID and NID password.
Read the Reminders. Select Continue to View Student Accommodations.

1. On the OVERVIEW Page, you can view the list of students who have requested accommodations
2. As shown in Figure 2, select View to read the Course Accessibility Letter
3. If you have a long list of students and would like to filter the list, use the Advanced Search option. Select **Click to Expand Advanced Search Panel** as shown in Figure 3.

4. Enter the Course Subject, Course Number and Section Number (if desired)

5. Select **Search** to view the students in this course

**Helpful Tips**

If you do not see one of the courses you teach listed in Knights Access Instructor, please contact SAS to ensure our records have you listed as an instructor for the course.

When viewing the **LIST OF STUDENTS WHO REQUESTED ACCOMMODATIONS**, you will quickly be able to see who has made a request for the following accommodations.

- The **TST** column will be marked Yes if the student has requested testing accommodations.
- The **NTK** column will be marked Yes if the student has requested a notetaker.
- The **DHO** column will be marked Yes if the student has requested services such as having an American Sign Language interpreter, a captionist, use of an Assistive Listening Device or similar accommodation.
- The **ETX** column will be marked Yes if the student has requested Electronic format or Braille format of textbooks.

Questions? Call us at 407-823-2371
Email [SAS@ucf.edu](mailto:SAS@ucf.edu)