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).

Step 2:
Sign on to Knights Access using your NID and NID password (Figure 2).
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 box screenshot with red oval around “Modify Request Cancel Request”
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 box screenshot with a large red oval around the “Select Accommodation(s)” box and a small red oval around the “Update Request” button*
Step 5:
A white check mark inside a green circle will display to confirm that the system has successfully processed your request (Figure 5).

OVERVIEW

YOUR REQUEST WAS SUBMITTED SUCCESSFULLY

System has successfully processed your request and will be reviewed by the staff for approval. If you have not received email regarding your services within 3 business days, please contact our office.

Figure 5: Successful Request screenshot

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