How to Request Accommodations

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).

Step 2:
Sign on to Knights Access using your NID and NID password (Figure 2).
Step 3:

The first time you sign into Knights Access each semester, you may see E-Form agreements listed on the main page of My Dashboard. Click on each E-Form (circled in red) and review the information as new policies and procedures might have changed in the previous semester. (Figure 3).

![Figure 3: E-Form page with red box circling E-Forms](image)

Step 4: You will agree by providing an electronic signature as shown below. Select the Submit Form button to agree to the terms and conditions. You will only need to do this once per semester (Figure 4).

![Figure 4: E-Form Signature section with red box circling the Submit Form button](image)
Step 5:

Navigate to ‘Select Accommodations for Your Class,’ circled in red (Figure 5).

Figure 5: Knights Access My Dashboard screenshot with arrow pointing to “Select Accommodations for Your Class”
Step 6:

Under the heading ‘Select Accommodations for Your Class,’ (Figure 6) select the classes you would like to request accommodations for.

![Figure 6: Selecting Accommodations screenshot with a red circle around class selection.]

Step 7:

Then scroll down and select ‘Step 2- Continue to Customize Your Accommodations’ (Figure 7).

![Figure 7: Customize your Accommodations button screenshot]
Step 8:

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 8).

### Final Step: Select Accommodation(s) for Each Class

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Example Course 1</th>
<th>(CRN: 040418)</th>
<th>Class Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor(s):</td>
<td>Claudia Huff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days and Time(s):</td>
<td>MWF at 10:00 AM - 10:50 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Range(s):</td>
<td>01/18/2018 - 05/04/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location(s):</td>
<td>CB1 202 (Campus: Main)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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**
  - Alternative Testing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Example Course 2</th>
<th>(CRN: 040518)</th>
<th>Class Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor(s):</td>
<td>Sheet Adams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days and Time(s):</td>
<td>MWF at 02:00 PM - 02:50 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Range(s):</td>
<td>01/18/2018 - 05/04/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location(s):</td>
<td>CB1 205 (Campus: Main)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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**
  - Alternative Testing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Example Course 3</th>
<th>(CRN: 040618)</th>
<th>Class Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor(s):</td>
<td>Andrea Frazer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days and Time(s):</td>
<td>TR at 10:50 AM - 12:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Range(s):</td>
<td>01/18/2018 - 05/04/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location(s):</td>
<td>VAB 111 (Campus: Main)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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**
  - Alternative Testing

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*Figure 8: Selecting Accommodations screenshot with red circles around “Select Accommodations” for each class.*
*Important note:* If you wish to request and take exams at the SAS office, make sure to select ‘Alternative Testing’ as an accommodation.

**Step 9:**

Scroll down and select ‘Submit Your Accommodation Requests’ (Figure 9).

*Figure 9: Screenshot of “Submit Your Accommodation Requests” button*

**Step 10:**

A white check mark inside a green circle will display to confirm that the system has successfully processed your request (Figure 10).

*Figure 10: System successfully processed request screenshot with red circle around approved icon*

**Questions? Contact Us!**

Call: 407-823-2371

Email: SAS@ucf.edu