



## 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).



Figure 1: Knights Access Logo

### Step 2:

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

Figure 2: Knights Access Login page screenshot with red box around the NID and NID password

### 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

**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).

A screenshot of the E-Form Signature section. The form contains a "Your Consent" section with a text input field for the signature. The signature field contains the text "Iam Knight" and a cursor. Below the signature field, there is a note: "Note: Please sign exactly as Iam Knight". At the bottom of the form, there is a "Submit Form" button highlighted with a red box. The form also includes a "By submitting this form, you have agreed to the terms and conditions specified above:" label.

Figure 4: E-Form Signature section with red box circling the Submit Form button

## Step 5:

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

Welcome Iam Knight! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

# KNIGHTS ACCESS

UNIVERSITY OF CENTRAL FLORIDA

**My Dashboard**

Home » My Dashboard » Overview

## OVERVIEW

**SMS (Text Messaging)**

Status: **Active**

[Update Preference](#)

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > My E-Form Agreements

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Your To Do List:**
  - No Accommodation Requests Found**

You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

If you have any questions, please contact our office.

**Student Accessibility Services**  
4000 Central Florida Blvd.  
Ferrell Commons 7F Room 185  
Orlando, FL 32816-0161  
Phone: 407-823-2371  
Fax: 407-823-2372  
Email: sas@ucf.edu

[Select Accommodations for Your Class](#)

**Important Note**

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student Accessibility Services.
2. Your courses might not display below if you are part of the course waiting list.

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.

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > My E-Form Agreements

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser.**

**Log Out**

**Select Accommodations for Your Class**

**Important Note**

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student Accessibility Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

**Step 1. Select Class(es)**

- Spring 2018** - UCF 1001.001 - Example Course 1 (CRN: 040418)
- Spring 2018** - UCF 1002.001 - Example Course 2 (CRN: 040518)
- Spring 2018** - UCF 1003.001 - Example Course 3 (CRN: 040618)

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).

**Step 2 - Continue to Customize Your Accommodations**

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

<b>UCF 1001.0001 - Example Course 1 (CRN: 040418)</b>		<a href="#">Class Details</a>
Instructor(s):	<b>Claudia Huff</b>	
Days and Time(s):	<b>MWF at 10:00 AM - 10:50 AM</b>	
Date Range(s):	<b>01/18/2018 - 05/04/2018</b>	
Location(s):	<b>CB1 202 (Campus: Main)</b>	
<input type="checkbox"/> Select the check box if you have entered a <b>WRONG CRN</b> . You will not be required to specify your accommodation for this class.		
<b>Select Accommodation(s) for UCF 1001.0001</b>		
<input checked="" type="checkbox"/> Alternative Testing		
<b>UCF 1002.0001 - Example Course 2 (CRN: 040518)</b>		<a href="#">Class Details</a>
Instructor(s):	<b>Sheri Adams</b>	
Days and Time(s):	<b>MWF at 02:00 PM - 02:50 PM</b>	
Date Range(s):	<b>01/18/2018 - 05/04/2018</b>	
Location(s):	<b>CB1 205 (Campus: Main)</b>	
<input type="checkbox"/> Select the check box if you have entered a <b>WRONG CRN</b> . You will not be required to specify your accommodation for this class.		
<b>Select Accommodation(s) for UCF 1002.0001</b>		
<input checked="" type="checkbox"/> Alternative Testing		
<b>UCF 1003.0001 - Example Course 3 (CRN: 040618)</b>		<a href="#">Class Details</a>
Instructor(s):	<b>Andrea Frazier</b>	
Days and Time(s):	<b>TR at 10:50 AM - 12:00 PM</b>	
Date Range(s):	<b>01/18/2018 - 05/04/2018</b>	
Location(s):	<b>VAB 111 (Campus: Main)</b>	
<input type="checkbox"/> Select the check box if you have entered a <b>WRONG CRN</b> . You will not be required to specify your accommodation for this class.		
<b>Select Accommodation(s) for UCF 1003.0001</b>		
<input checked="" type="checkbox"/> Alternative Testing		

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).




<b>UCF 1001.0001 - Example Course 1 (CRN: 040418)</b>		<a href="#">Class Details</a> <a href="#">Modify Request</a>
Instructor(s):	<b>Claudia Huff</b>	 
Days and Time(s):	<b>MWF at 10:00 AM - 10:50 AM</b>	
Date Range(s):	<b>01/18/2018 - 05/04/2018</b>	
Location(s):	<b>CB1 202 (Campus: Main)</b>	
<b>Request Status</b>		<b>Notification Letter</b>
 <b>Approved</b>	First Entered by: Bradley Held First Entered on: <b>01/18/2018 at 08:37 AM</b> Last Updated by: Bradley Held Last Updated on: <b>01/18/2018 at 08:37 AM</b>	Status: <b>Emailed</b> Last Emailed: <b>01/18/2018 at 08:50 AM</b> Last Printed: <b>01/20/2018 at 08:50 AM</b> Last Read by Instructor: <b>01/18/2018 at 08:50 AM</b>
<b>List Accommodation(s) Selected for UCF 1001.0001</b>		<b>Other Information</b>
▪ Alternative Testing		▪ <a href="#">View Complete Request History</a>

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

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