UNIVERSITY OF CENTRAL FLORIDA
STUDENT ACCESSIBILITY SERVICES

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).

Figure 1: Knights Access Logo

Step 2:

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

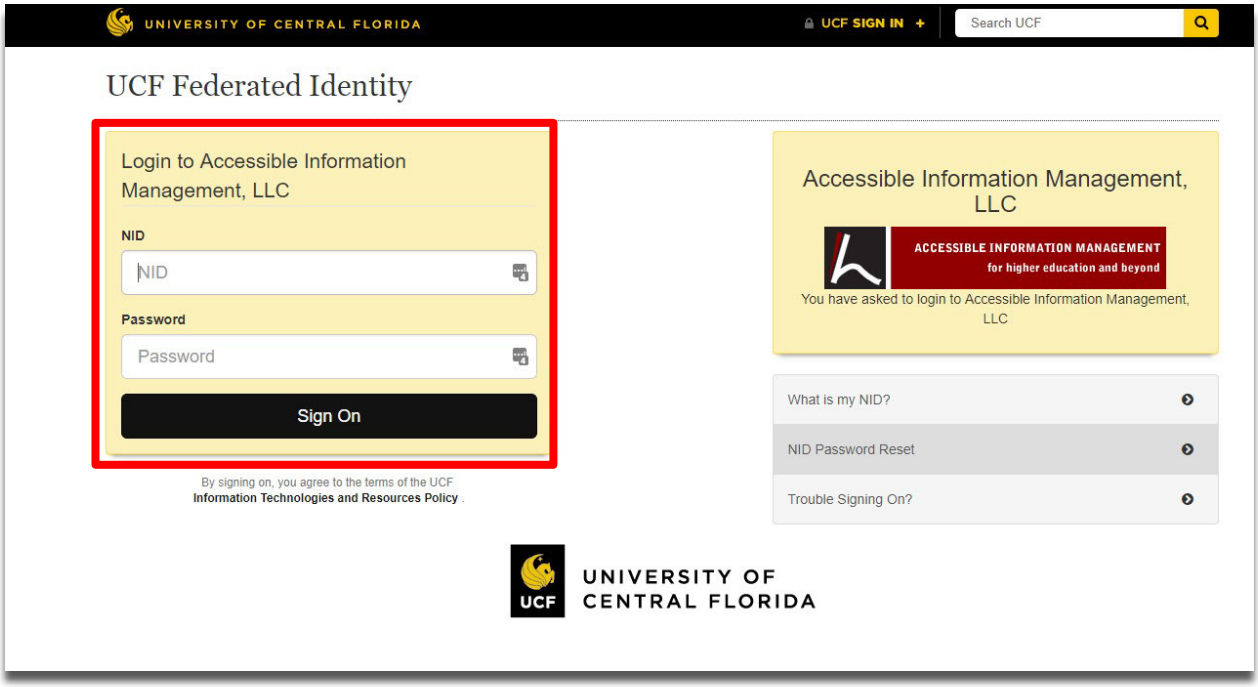

Figure 2: Knights Access Login page screenshot with red box around the NID and NID password.

Step 3:

On the My Dashboard Overview (your homepage), click on the specific course you want to modify or cancel accommodation requests for (Figure 3).

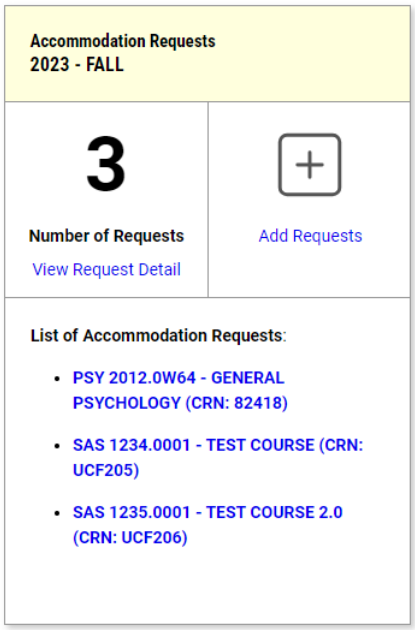

Figure 3: List of courses with accommodations requested screenshot.

Step 4:

On the right-hand side, select the accommodations you wish to use for the course or deselect any you wish to remove. Select '**Update Request.**' To cancel all accommodations for a course, select '**Cancel Request**' (Figure 4).

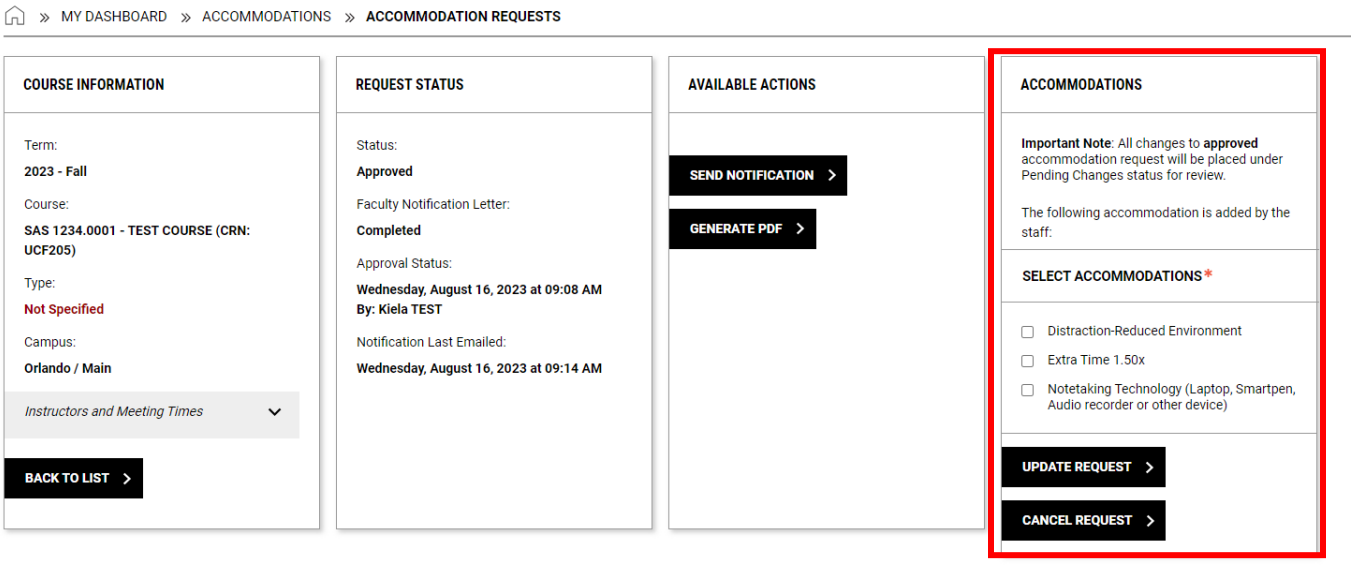

Figure 4: Update Request and Cancel Request box screenshot with red box around "Accommodations."

Step 5:

A white check mark inside a green circle will display to confirm that the system has successfully processed your request (Figure 5).

Figure 5: Successful Request screenshot

Questions? Contact Us!
Call: 407-823-2371
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