



## 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).

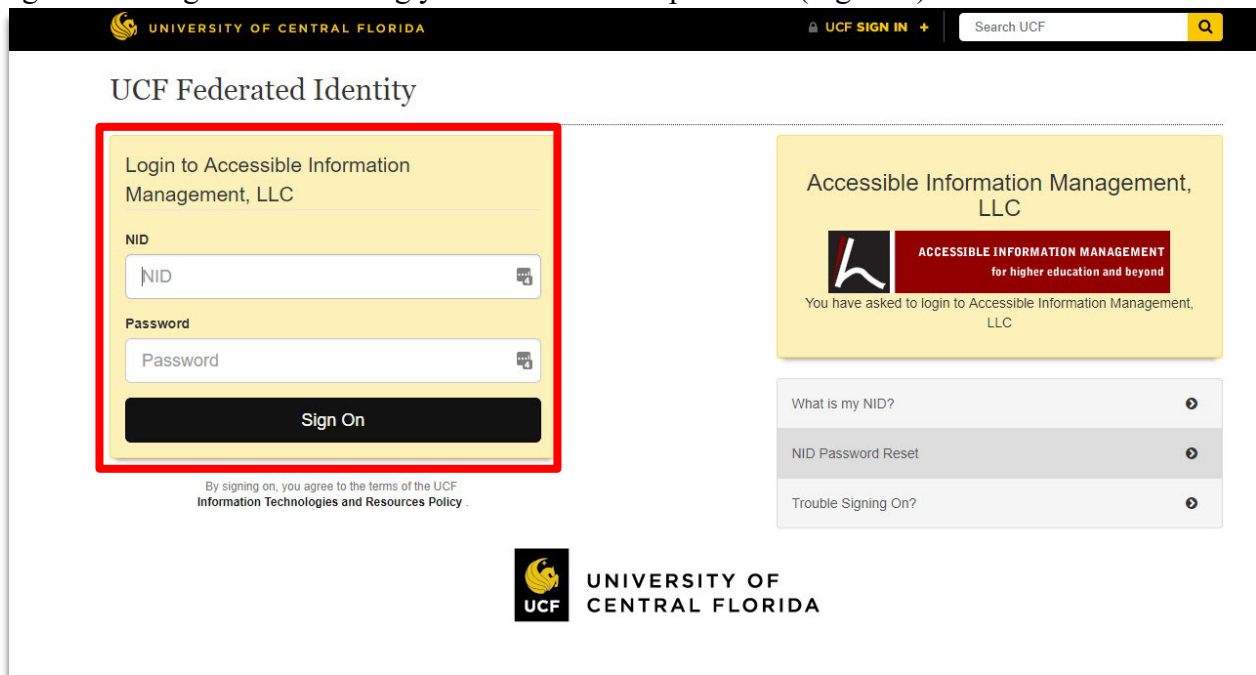
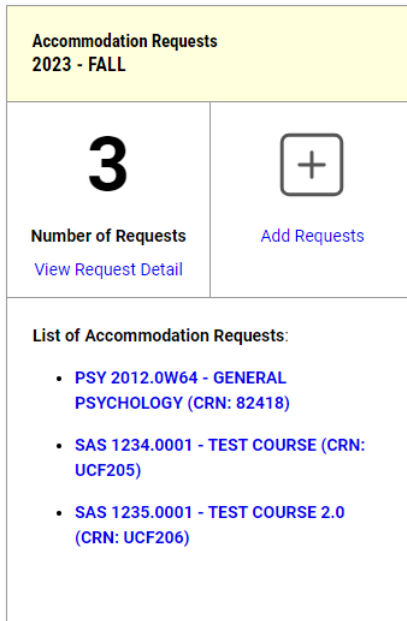


Figure 2: Knights Access Login page screenshot with red box around the NID and NID password.


### 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).



Accommodation Requests  
2023 - FALL

**3**  
Number of Requests  
[View Request Detail](#)

  
[Add Requests](#)

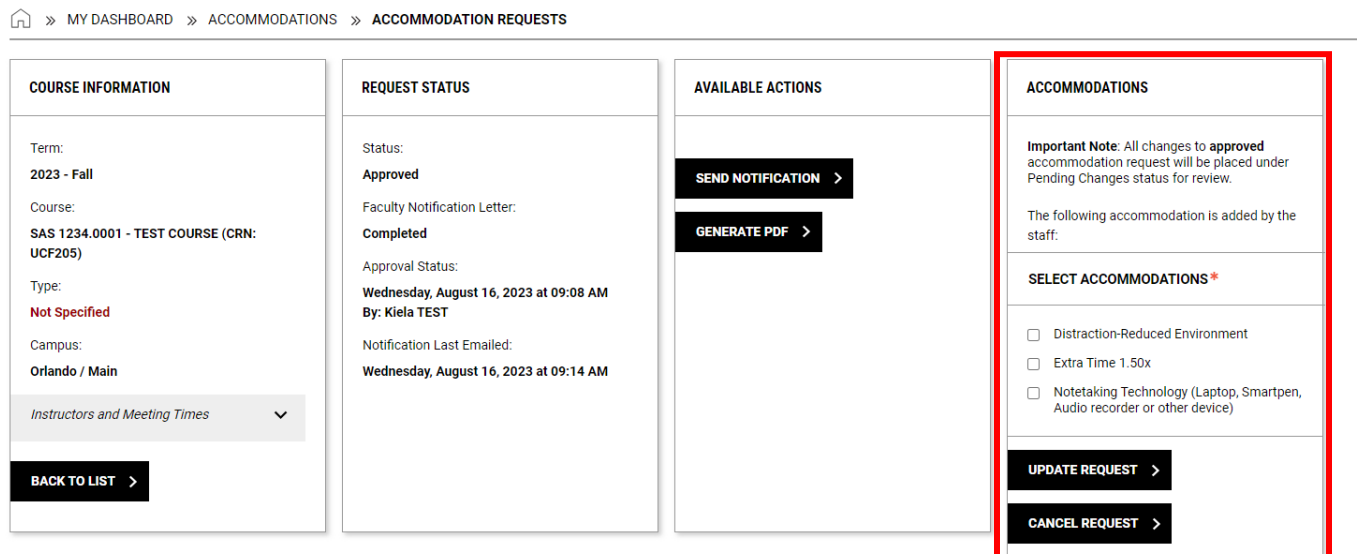
List of Accommodation Requests:

- [PSY 2012.0W64 - GENERAL PSYCHOLOGY \(CRN: 82418\)](#)
- [SAS 1234.0001 - TEST COURSE \(CRN: UCF205\)](#)
- [SAS 1235.0001 - TEST COURSE 2.0 \(CRN: UCF206\)](#)

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).



» MY DASHBOARD » ACCOMMODATIONS » ACCOMMODATION REQUESTS

**COURSE INFORMATION**

Term:  
2023 - Fall

Course:  
SAS 1234.0001 - TEST COURSE (CRN: UCF205)

Type:  
**Not Specified**

Campus:  
Orlando / Main

[Instructors and Meeting Times](#) ▾

[BACK TO LIST](#) >

**REQUEST STATUS**

Status:  
**Approved**

Faculty Notification Letter:  
**Completed**

Approval Status:  
**Wednesday, August 16, 2023 at 09:08 AM**  
**By: Kiela TEST**

Notification Last Emailed:  
**Wednesday, August 16, 2023 at 09:14 AM**

**AVAILABLE ACTIONS**

[SEND NOTIFICATION](#) >

[GENERATE PDF](#) >

**ACCOMMODATIONS**

**Important Note:** All changes to **approved** accommodation request will be placed under Pending Changes status for review.

The following accommodation is added by the staff:

**SELECT ACCOMMODATIONS \***

Distraction-Reduced Environment

Extra Time 1.50x

Notetaking Technology (Laptop, Smartpen, Audio recorder or other device)

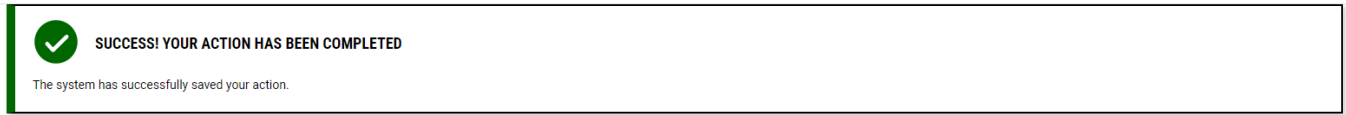
[UPDATE REQUEST](#) >

[CANCEL REQUEST](#) >

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**

**Email: [SAS@ucf.edu](mailto:SAS@ucf.edu)**