



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 ‘Start Here.’

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).

The screenshot shows the login interface for the Knights Access Portal. At the top, there is a navigation bar with the UCF logo, the text "UNIVERSITY OF CENTRAL FLORIDA", a "UCF SIGN IN +" button, and a search bar. The main content area is titled "UCF Federated Identity". On the left, a yellow box contains the login form for "Accessible Information Management, LLC". This form has two input fields: "NID" and "Password", both with a red border. Below these fields is a black "Sign On" button. To the right of the login form is a yellow box with the "Accessible Information Management, LLC" logo and the text "ACCESSIBLE INFORMATION MANAGEMENT for higher education and beyond". Below this is a message: "You have asked to login to Accessible Information Management, LLC". At the bottom of the page, there is a list of links: "What is my NID?", "NID Password Reset", and "Trouble Signing On?". The UCF logo and name are displayed at the bottom center of the page.

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

Step 3:

When you sign into Knights Access, you may see E-Form agreements listed on the main page of My Dashboard. Click on each E-Form and review the information as policies and procedures might have changed. You will agree by providing an electronic signature. Select the Submit Form button to agree to the terms and conditions. A copy of this agreement can be found in your mailbox.

Step 4:

Navigate to and click ‘**Add Requests**,’ circled in red. If you want to make a request for an upcoming term rather than the current term, first click ‘**List Requests**’ under the Accommodations heading. (Figure 3).

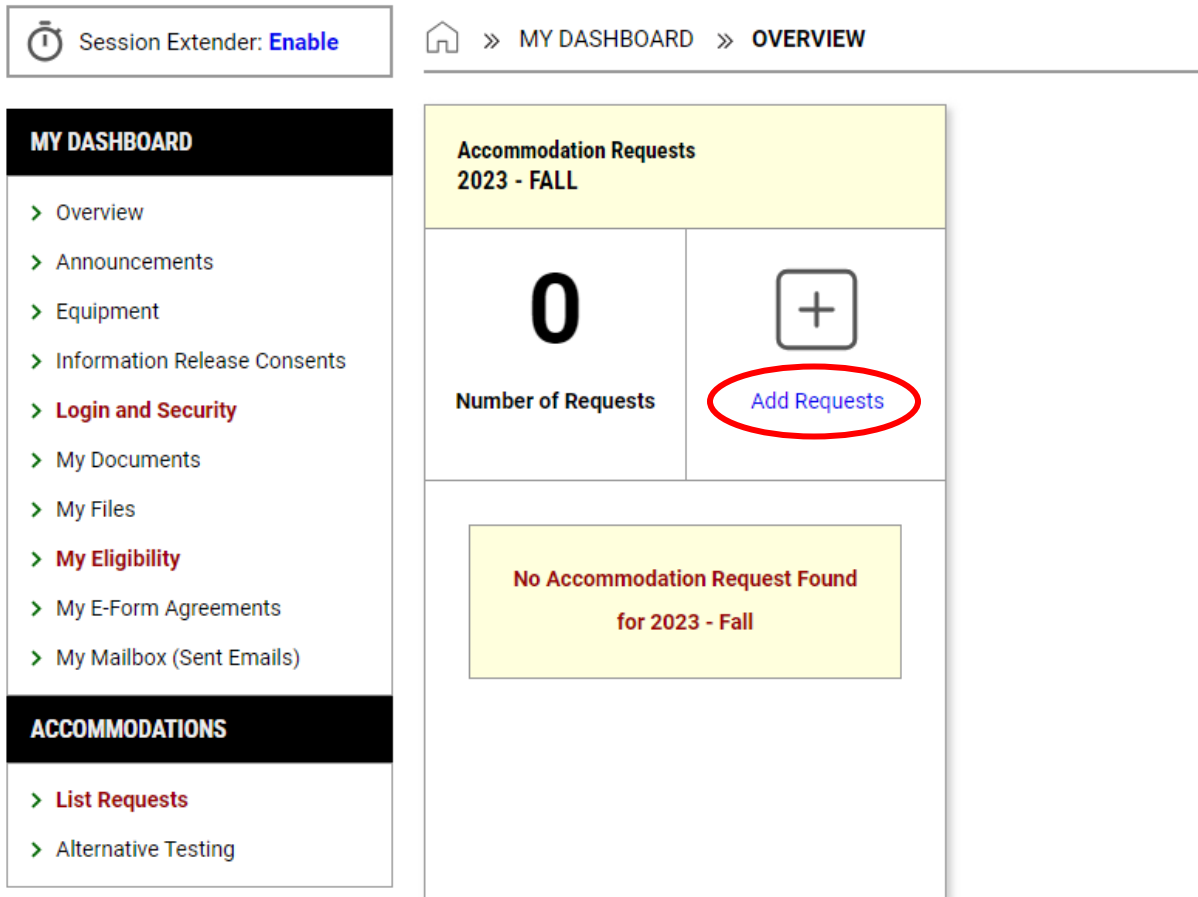


Figure 3: Knights Access My Dashboard screenshot with red circle around “Add Requests.”

Step 5:

Select the courses you wish to request accommodations for and then specify which accommodations you would like to use in each course. Read through the final step and check the box. (Figure 4).

SAS 1234.0001

Course Detail ▾

SELECT ACCOMMODATIONS

- Distraction-Reduced Environment
- Extra Time 1.50x
- Notetaking Technology (Laptop, Smartpen, Audio recorder or other device)

I do not need accommodation for this course: **SAS 1234.0001**.

STEP: FINAL STEP

Do you plan to use any of your approved accommodations at UCF this semester?

If so, please select the accommodations you plan to use for each of your classes. After you have submitted the accommodation request(s), the Course Accessibility Letter (CAL) will be sent by email to your instructors.

When completing this request, only select the accommodations you might use in the course. For example, if you have been approved for a distraction-reduced environment for exams but have no exams or all exams are taken at home through webcourses online, please do not select it for that class.

The accommodations that will appear on the Course Accessibility Letter are the accommodations you request to use this semester.

Figure 4: Selecting accommodations screenshot with a red circle around accommodations being selected and the final step checkbox.

Step 6:

Then scroll down and select 'Submit Request' (Figure 5).

SUBMIT REQUEST >

START OVER >

Figure 5: Submit request button with a red circle around it.

Step 7:

A white check mark inside a green circle will display to confirm that the system has successfully processed your request and your classes you have requested accommodations for will be displayed (Figure 6).

The screenshot displays a user interface with a success notification at the top: a green circle with a white checkmark and the text "SUCCESS! YOUR ACTION HAS BEEN COMPLETED". Below this, a message states "The system has successfully saved your action." Navigation options include a "Previous Term" link and "Term: 2023 - Fall". A yellow banner contains a wrench and screwdriver icon with the text "HANDY TOOLS: SEND EMAIL (BCC) TO INSTRUCTOR". The main content is split into two columns. The left column, titled "ACCOMMODATION REQUESTS", features a yellow box with the heading "No Courses Listed from the School:" and two bullet points: "Courses may take up to 48 hours to display in the system after you have registered for them. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Student Programs Resource Office." and "Your courses might not display below if you are part of the course waiting list." Below this is a "Select Term:" dropdown menu set to "2023 - Fall" and a black button labeled "ADD CLASS MANUALLY >". The right column, titled "SAS 1234.0001", shows the request status as "Approved - Notification Scheduled", the course title as "Test Course (UCF205)", and available actions: "Modify Request", "Send Email", and "Generate PDF". It also includes three expandable sections: "Accommodation Requested", "Request Summary", and "Course Detail", each with a downward arrow.

Figure 6: System successfully processed request screenshot with example class.

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

Email: SAS@ucf.edu