UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

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).

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).
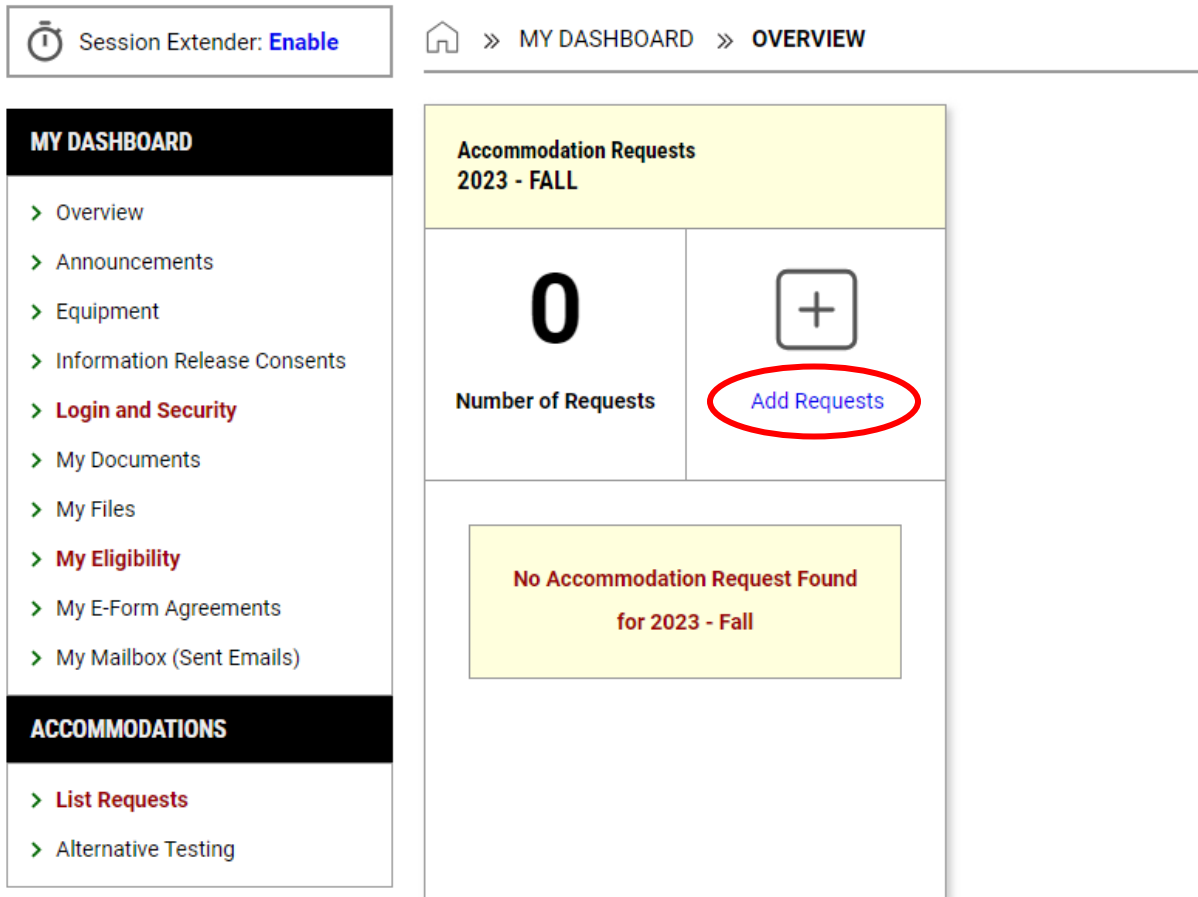

Figure 3: Knights Access My Dashboard screenshot with red circle around "Add Requests."

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).

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).

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).

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

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

Email: SAS@ucf.edu