

UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

4000 Central Florida Blvd. Ferrell Commons, 7F, Room 185 Orlando, FL 32816-0161

Submitting Custom Requests for Communication Access

If you have completed the Welcome Meeting with Student Accessibility Services, and have one of the following accommodations, you can use the Custom Request form in Knights Access to request these services for events, meetings or final exams as needed at UCF.

- Interpreting Services
- Speech to Text Captioning
- Captioned Video
- Communication Access

Visit the SAS website and select the **Knights Access** Portal.

Sign on to Knights Access using your UCF NID and NID password.

From the menu on the left side of the screen, under the section titled **ACCOMMODATIONS**, select **Communication Access**.

MY DASHBOARD > Overview > Announcements > Equipment > Login and Security > My Appointments > My Files > My Eligibility > My E-Form Agreements > My Mailbox (Sent Emails) ACCOMMODATIONS > List Requests > Alternative Testing

> Communication Access

> Video Captioning

On the next page from the menu across the top of the screen, select **CUSTOM REQUESTS**.

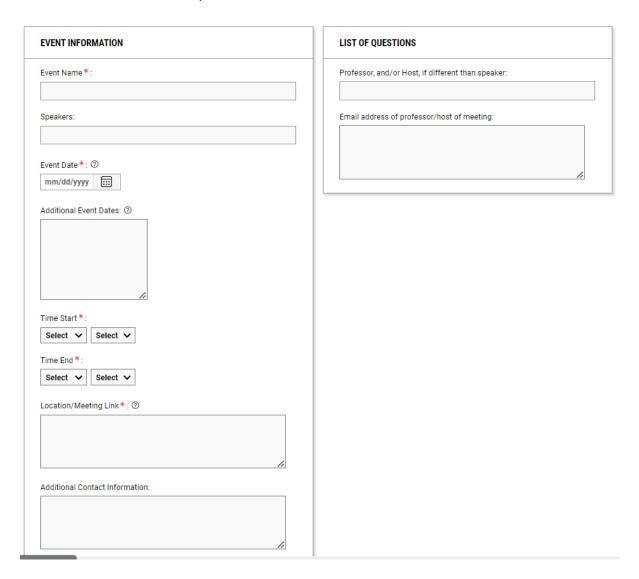


For the section called **Select Course**, select the appropriate course or **Non Class Related Request** from the drop-down menu.

Select CONTINUE TO ADD CUSTOM REQUESTS.



Enter as much information as you can on the form.



The red asterisk (*) indicates the fields that are required.

We will do our best to accommodate the preferred accommodation (request).

 $Phone: 407.823.2371 \bullet Fax: 407.823.2372 \bullet Web: sas.sdes.ucf.edu \mid Ginsburg \ Center \ for \ Access \ and \ Community \ Engagement$

com	modation Requested * :			
Hint	: You are required to mak	e a minimu	um of 1 selections.	
	Interpreting		Real-Time Transcribing	
	Video Captioning			
dia	/Materials:			
	DVD Video		Not Applicable	
	Online Clip		Power Point Slides	
	Unknown		VHS Video	
	Video File			
ditio	onal Note:			
				11

Be sure to submit the form by selecting **ADD NEW EVENTS**.

Once submitted, you can see the request on the CUSTOM REQUESTS page.



You are welcome to contact $\underline{\text{DHHservices@ucf.edu}}$ or $\underline{\text{interpreting@ucf.edu}}$ if you have any questions.