



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).

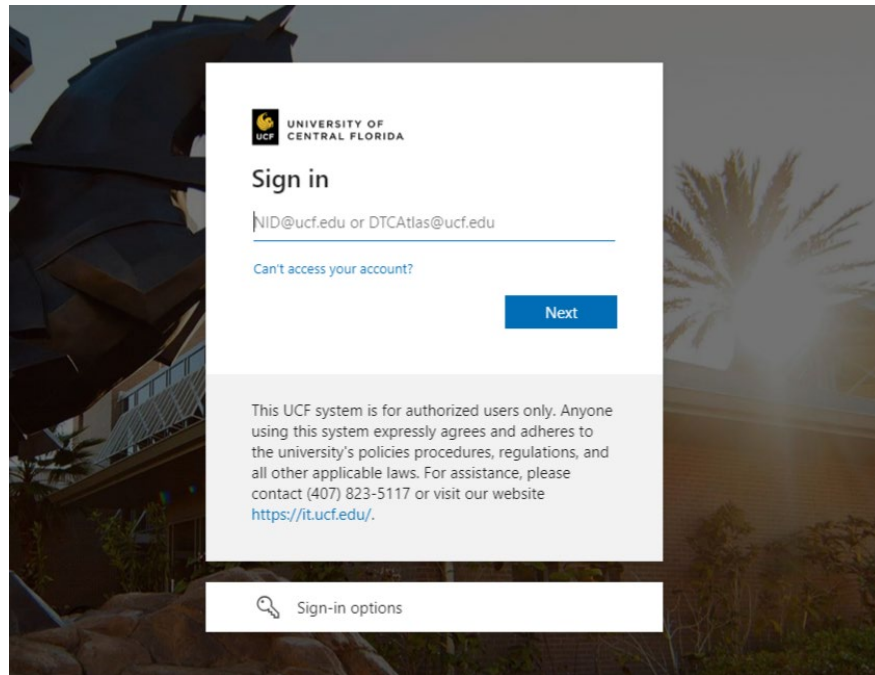


Figure 2: Knights Access Login Page Screenshot

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: <ul style="list-style-type: none">• 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	REQUEST STATUS	AVAILABLE ACTIONS	ACCOMMODATIONS
Term: 2023 - Fall Course: SAS 1234.0001 - TEST COURSE (CRN: UCF205) Type: Not Specified Campus: Orlando / Main <i>Instructors and Meeting Times</i> ▾ BACK TO LIST >	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	SEND NOTIFICATION > GENERATE PDF >	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* <input type="checkbox"/> Distraction-Reduced Environment <input type="checkbox"/> Extra Time 1.50x <input type="checkbox"/> 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

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