



Requesting Accommodations Guide

1. Login to ACCESS Connect
2. Complete the required E-Form Agreements
3. Under Accommodation Requests, click on the + symbol that reads “Add Requests for # Classes (Current Term)” to go to the Accommodation Request Page
4. Under Accommodations Requests, go to Step: Select Courses to choose which courses you want.
 - a. If you are planning to request the same accommodations to all classes, select “Apply the same accommodations to all selected courses”
5. Select the accommodations you wish to request for the course or select “I do not need accommodations for this course”
6. Once you have selected all of your accommodation requests, under Step: Final Step, select Submit Request.

Modifying Requests for Current Term

7. Login to ACCESS Connect
8. Under Accommodation Requests, select the class you’d like to modify your request.
9. Select or un-select the desired accommodation(s), select “Update Request”
10. The status of your request will be changed to “Pending Changes (Student)” and will be sent to your advisor for approval.

Requesting and Modifying Accommodations for Future Terms

11. Login to ACCESS Connect
12. On the left-hand menu, under “Accommodations” select “List Requests”
13. This page will display the current term, future terms if available, and previous terms.
14. In the term you’d like to request accommodations, select the + symbol “Add requests”, to request follow Steps 4 – 6; to modify follow steps 8-10.