



### **Applying for Accommodations Guide**

1. Starting on the ACCESS Center Welcome page, click the blue button that says “ACCESS Connect – New Student Registration”
2. Log in using your UWL email and password
3. Select the “Start New Application” button to begin your application. You can save your progress and return to the application at any time.
4. Fill out the "Overview" page and select “Create Application Draft”
5. Respond to the questions. If you have documentation you’d like to submit, choose “Save and Upload Documentation.” If not, skip to step 7.
6. On the Files page, upload any documentation you have by selecting “Choose File” or dragging and dropping the file to that box. Give the file a name and then click “Upload File.” Repeat until all your files are uploaded, then proceed to step 7.
7. Select “Proceed to Final Review”
8. Select “Submit Application.”