



Limited Flexible Attendance and Limited Due Date

1. Login to ACCESS Connect
2. Request your Limited Flexible Attendance and Limited Due Date accommodation
3. Once your request has been sent to faculty, they will complete a Flex Plan for everyone in the class with Limited Flexible Attendance and/or Limited Due Date accommodations.
4. Once your faculty has completed the Flex Plan you will receive an email about the completed Flex Plan.
 - a. Review the Flex Plan and if you have any concerns, contact your ACCESS Center Advisor as soon as possible.

Viewing your Flex Plans in ACCESS Connect

5. Login to ACCESS Connect
6. On the lefthand side, under “Accommodations”, select Flex Plan
7. You will see the status of all of your Flex Plans (see below)
8. You can “View” completed plans

Flex Plan Statuses via ACCESS Connect

- Flex Plan Home Screen Statuses
 - a. Not Initiated = A flex plan needs to be completed
 - b. Waiting for Staff Review = ACCESS Center Staff reviewing
 - c. Waiting for Instructor Response = Reviewed by ACCESS Center staff and Instructor is reviewing.
 - d. Completed = Completed