

Setting Up Accommodations for Spring 2017

AAAC Students,

Beginning in January 2017, the AAAC will be using a new online system for accommodation notices. This means that you will not need to come into the office to complete your notices for the Spring 2017 semester with your Access Specialist. Instead, you can log on to the new system and send your accommodation notices by following the directions given below. We will also be posting some training videos in the very near future.

Testing accommodations will also be scheduled using the new software system. The previous online form we used will no longer be available and you will schedule your tests via the new system, which we are calling "ACCESS ONLINE".

If you need to change or add an accommodation, or have other issues you need to discuss with your Access Specialist, you can still come in to the office for assistance. Make an appointment by calling the AAAC front desk at 785-864-4064.

TO SEND ACCOMMODATION NOTICES TO YOUR INSTRUCTORS:

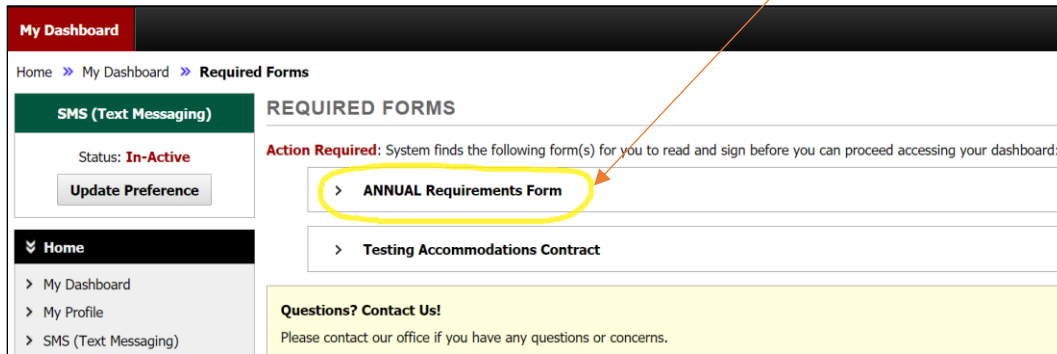
- 1) Go to the AAAC/SAS web site at www.access.ku.edu.
- 2) On the right you will see three large red and blue buttons
- 3) If you have used accommodations through AAAC/SAS before, then you are a "registered" student. Please click the blue button that reads "ACCESS ONLINE Registered Student Login" (Only new, incoming students that have never had accommodations before at KU will use the red "APPLY HERE" button.)



- 4) You will be directed to your KU Single Sign-On.
- 5) Enter your six-digit alpha-numeric online ID (ex: a000z000) and password and click the blue KU Login button.



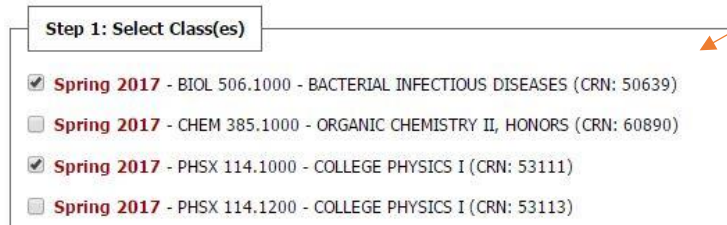
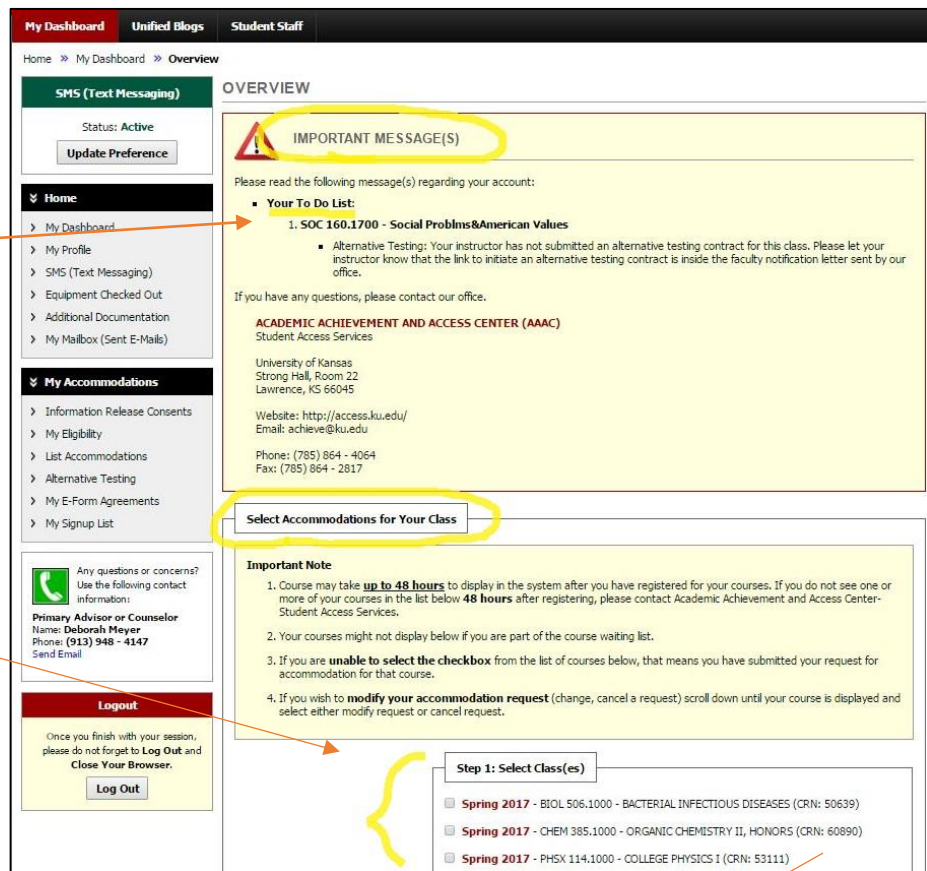
- 6) Your landing page will look like this (see below). Click the Annual Requirements Form – you will need to read the form and then type your name in as a signature.



- 7) After you have completed the annual requirements form, you will see “Your To Do List” which will state whether or not you’ve scheduled your tests for a particular class.

Notice that “Important Messages” will be at the top (if you have any).

This is where your courses will appear. Check the box(es) for the course(s) in which you want your accommodations.



8) Click the “Step 2” bar:

Step 2 - Continue to Customize Your Accommodations

9) On the next page you will see the courses you selected and the list of your approved accommodations below it. Check the accommodation(s) that you want to apply to that specific class. **If you need an accommodation that is NOT shown in your accommodations list, you will need to contact your Access Specialist at AAAC.**

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

Course #1 → **BIOL 506.1000 - Bacterial Infectious Diseases (CRN: 50639)**

Instructor(s): Lynn Hancock
Days and Time(s): MWF at 11:00 AM - 11:50 AM
Date Range(s): 01/17/2017 - 05/12/2017
Location(s): HAW 2023 (Campus: KULC)

Click accommodations you need for this course. →

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for BIOL 506.1000

Alternative Testing Reduced Courseload Tape/Record Lectures

Course #2 → **PHSX 114.1000 - College Physics I (CRN: 53111)**

Instructor(s): David Besson
Days and Time(s): MWF at 09:00 AM - 09:50 AM
Date Range(s): 01/17/2017 - 05/12/2017
Location(s): WES 3139 (Campus: KULC)

Click accommodations you need for this course. →

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for PHSX 114.1000

Alternative Testing Reduced Courseload Tape/Record Lectures

10) Click the “Submit Your Accommodation Requests” bar at the bottom of course list.

11) You will see this image if you have successfully sent your accommodation requests:

OVERVIEW

 **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

12) Once your instructor has received and acknowledged your accommodation notice, your next step will be to schedule any tests that you may be taking in our Testing Center. You cannot schedule a test until your instructor does his/her part.

If the instructor is administering the test to you, you do not need to complete this portion.

HOW TO SCHEDULE EXAMS USING THE NEW ACCESS ONLINE SOFTWARE:

- 1) The “To Do” List at the top of your landing page will denote if you have not scheduled tests for a specific class (and you have testing accommodations). If the instructor is giving you the test with accommodations, then you do not need to schedule with our office.

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Your To Do List:**
 1. **CHEM 385.100 - ORGANIC CHEMISTRY II, HONORS (CRN: 60890)**
 - Alternative Testing: **You have not scheduled any exams for this class.**

If you have any questions, please contact our office.

ACADEMIC ACHIEVEMENT AND ACCESS CENTER (AAAC)
Student Access Services

University of Kansas
Strong Hall, Room 22
Lawrence, KS 66045

Website: <http://access.ku.edu/>
Email: achieve@ku.edu

Phone: (785) 864 - 4064
Fax: (785) 864 - 2817

- 2) To schedule a test, look at the menu on the left side of the page and click “Alternative Testing”:

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > **Alternative Testing**
- > Deaf and Hard of Hearing
- > My E-Form Agreements
- > My Signup List

Any questions or concerns?

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Your To Do List:**
 1. **CHEM 385.100 - ORGANIC CHEMISTRY II, HONORS (CRN: 60890)**
 - Alternative Testing: You have not scheduled any exams for this class.

If you have any questions, please contact our office.

- 3) Select the course in which you would like to schedule a test and click the “Schedule an Exam” button. If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED BY YOUR INSTRUCTOR** and you are unable to schedule alternative testing at this time.

ALTERNATIVE TESTING Overview Submit Alternative Testing Contract

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel an alternative testing contract and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: **Select One**

Schedule an Exam **CHEM 385.100 - Organic Chemistry II (Honors)**

AIM 201.001 - AAAC Testing Agreement v1.0

- 4) You must then select the appropriate information under each asterisk (*). Click “Add Exam Request” when you have finished selecting your information.

Exam Detail

Schedule an Exam *

Exam ▾

View: Exam Schedule Availability

Date*: 02/22/2017
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*: 3 PM ▾ 00 ▾

Services Requested*

Extra Time 1.50x Reduced/Minimum Distraction

Additional Note: The professor said she allows graphing calculators on her exams.

→ **Add Exam Request** **Back to Testing Requests Overview**

- 5) The “Alternative Testing” page will also keep a list of all tests you have scheduled:

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

CHEM 385.100 - ORGANIC CHEMISTRY II, HONORS	View Other Exams
Exam - Wednesday, January 18, 2017 at 01:00 PM	Modify Request Cancel Request
Status: Approved Location: 30 Strong Hall	
Request Entered on Tuesday, December 20, 2016 at 01:38:28 PM	