

# 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:**

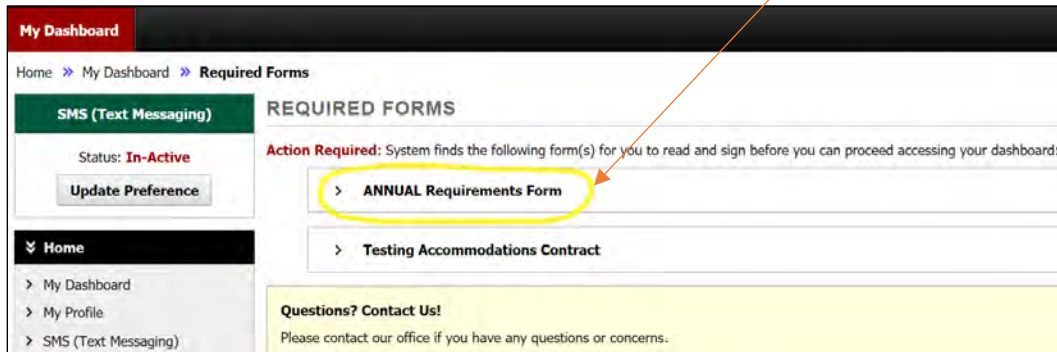
- 1) Go to the AAAC/SAS web site at [www.access.ku.edu](http://www.access.ku.edu).
- 2) On the right you will see three large red and blue buttons
- 3) If you have used accommodations through AAAC/SAS before, then you are a "registered" student. Please click the blue button that reads "ACCESS ONLINE 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.



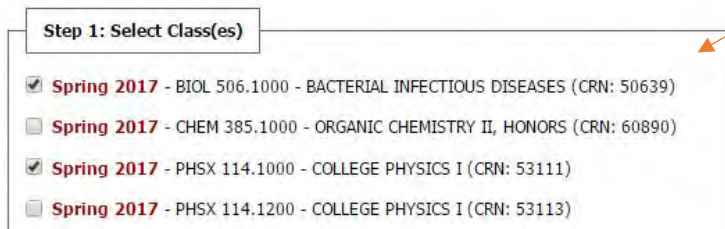
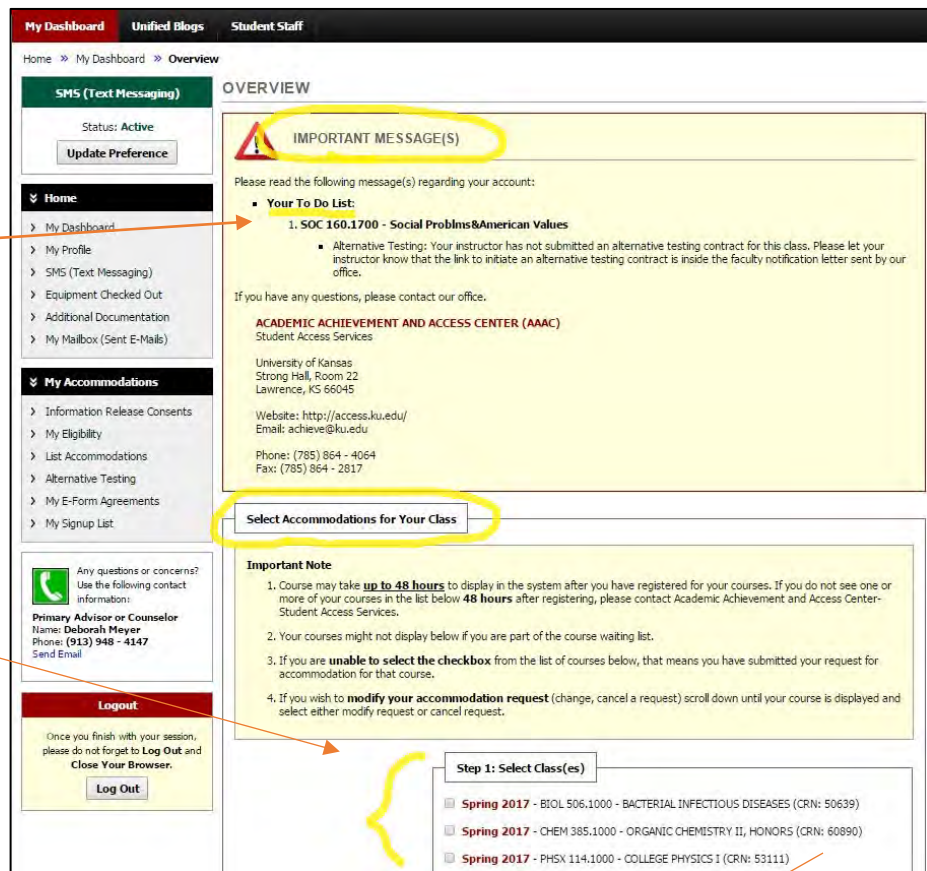
- 6) Your landing page will look like this (see below). Click the Annual Requirements Form – you will need to read the form and then type your name in as a signature.



- 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.

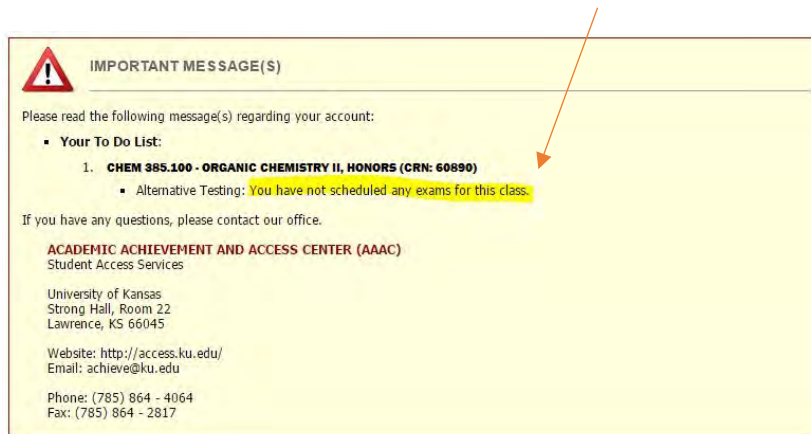
12) Once your instructor has received and acknowledged your accommodation notice, your next step will be to schedule any tests that you may be taking in our Testing Center.

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

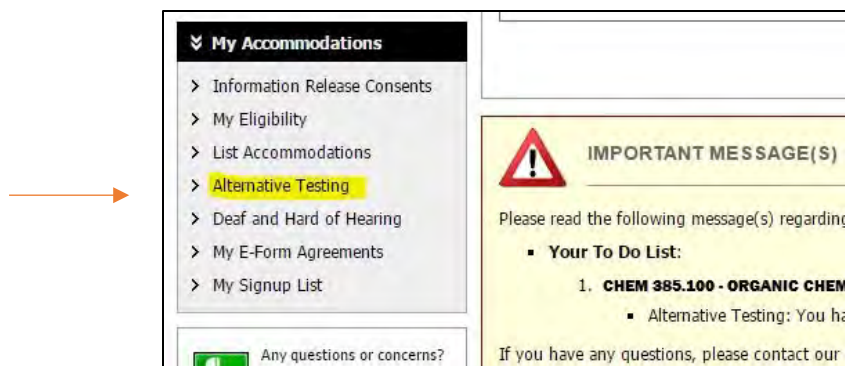
If your class is located on the KU Edwards Campus, you will not use the “Alternative Testing” feature of ACCESS ONLINE. You will need to follow the process of the Edwards’ Student Services office.

### HOW TO SCHEDULE EXAMS USING THE NEW ACCESS ONLINE SOFTWARE:

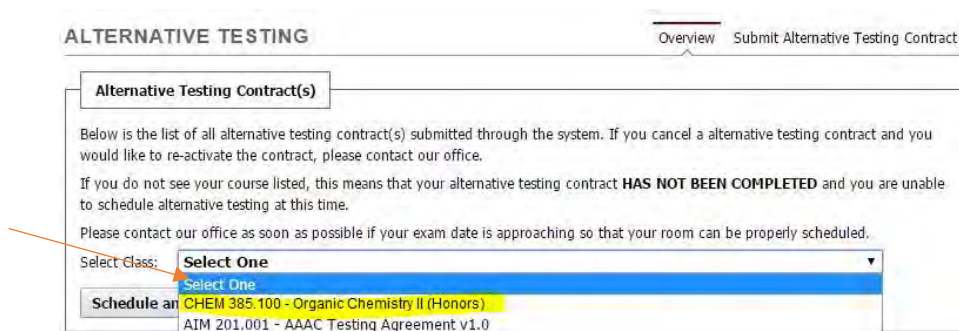
- 1) The “To Do” List at the top of your landing page will denote if you have not scheduled tests for a specific class (and you have testing accommodations). If the instructor is giving you the test with accommodations, then you do not need to schedule with our office.



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



- 3) Select the course in which would like to schedule a test and click the “Schedule an Exam” button.





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

Exam Detail

Request Type\*: 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.

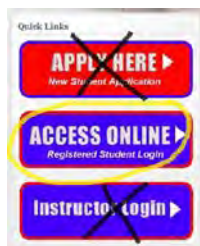
Add Exam Request
Back to Testing Requests Overview

- 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	<a href="#">View Other Exams</a>
Exam - Wednesday, January 18, 2017 at 01:00 PM	<a href="#">Modify Request</a> <a href="#">Cancel Request</a>
Status: <b>Approved</b> Location: 30 Strong Hall	
Request Entered on Tuesday, December 20, 2016 at 01:38:28 PM	

**HOW TO CHANGE EXAM DETAILS ONCE YOU’VE SCHEDULED YOUR EXAM:**

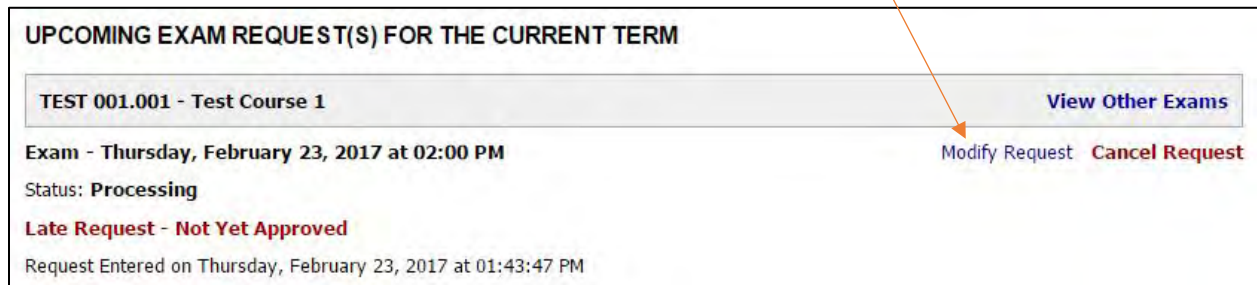
- 1) If something changes in the details of your exam (date, time) you can update the information yourself using Access Online. Just log on to your student page as usual at [www.access.ku.edu](http://www.access.ku.edu).



2) Click the “Alternative Testing” link on the left side menu:



3) The exams you have already schedule will appear. Find the exam you need to change and click “Modify Request” (Likewise, if your test was cancelled or you are taking with the professor, click “Cancel Request”).



4) Make your changes and click “Update Exam Request”:

