

How to use Student Access Center “ACCESS ONLINE”

SENDING ACCOMMODATION NOTICES TO YOUR INSTRUCTORS:

- 1) Go to the Student Access Center website:
<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 SAC 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: a123z456) and password and click the blue KU Login button.
- 6) Your landing page (“dashboard”) will look like this (see below).
- 7) Click the Annual Requirements Form and Testing Accommodation Contract – you will need to read the two documents and then type your name in as a signature at the bottom.
**If you do not have testing accommodations, the Testing Accommodations Contract will not appear.*



Sign-up here to have testing & appointment reminders sent to your phone.

8) 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.

The screenshot shows a student dashboard with the following sections:

- My Dashboard / Unified Blogs / Student Staff**
- OVERVIEW**
- SMS (Text Messaging)**: Status: Active, Update Preference
- Home**: My Dashboard, My Profile, SMS (Text Messaging), Equipment Checked Out, Additional Documentation, My Mailbox (Sent E-Mails)
- My Accommodations**: Information Release Consents, My Eligibility, List Accommodations, Alternative Testing, My E-Form Agreements, My Signup List
- Any questions or concerns?**: Primary Advisor or Counselor Name: Deborah Meyer, Phone: (913) 948-4147, Send Email
- Logout**: Log Out
- IMPORTANT MESSAGE(S)**: Please read the following message(s) regarding your account:
 - Your To Do List:**
 - 1. **SOC 160.1700 - Social Problems & American Values**
 - Alternative Testing: Your instructor has not submitted an alternative testing contract for this class. Please let your instructor know that the link to initiate an alternative testing contract is inside the faculty notification letter sent by 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

- Select Accommodations for Your Class** (circled in yellow)
- Important Note**:
- Course may take up to 48 hours to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Academic Achievement and Access Center-Student Access Services.
- Your courses might not display below if you are part of the course waiting list.
- If you are unable to select the checkbox from the list of courses below, that means you have submitted your request for accommodation for that course.
- If you wish to modify your accommodation request (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.
- Step 1: Select Class(es)**:
- Spring 2017 - BIOL 506.1000 - BACTERIAL INFECTIOUS DISEASES (CRN: 50639)
- Spring 2017 - CHEM 385.1000 - ORGANIC CHEMISTRY II, HONORS (CRN: 60890)
- Spring 2017 - PHSX 114.1000 - COLLEGE PHYSICS I (CRN: 53111)
- Spring 2017 - PHSX 114.1200 - COLLEGE PHYSICS I (CRN: 53113)

Step 1: Select Class(es)

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Step 2 - Continue to Customize Your Accommodations

9) Click the “Step 2” bar:

- 10) 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 SAC Access Specialist. "Alternative Testing" includes all of your testing accommodations (extra time, reduced distraction room, etc.).*

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

- 11) Click the "Submit Your Accommodation Requests" bar at the bottom of course list.
 12) You will see this image if you have successfully sent your accommodation requests:

OVERVIEW

 **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

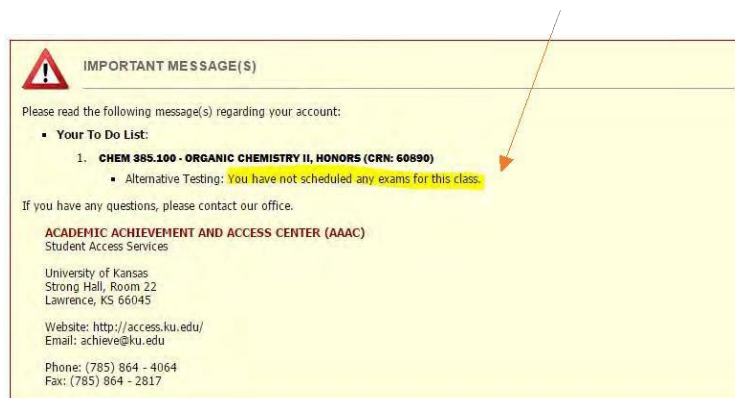
If you made an error, it will appear in a yellow box at the top of the page. Be sure you have submitted correctly and have seen the green check mark.

- 13) 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.

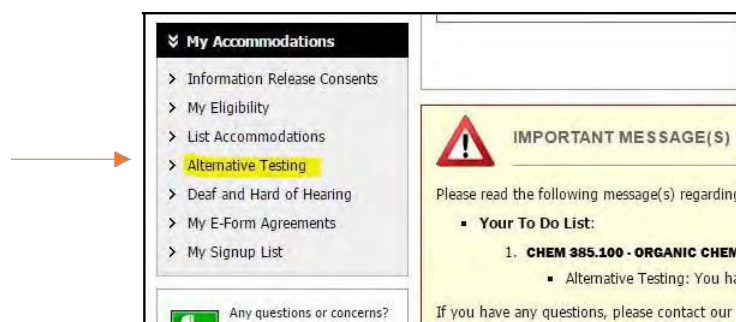
If your class is located on the KU Edwards Campus, you will not use the "Alternative Testing" feature of ACCESS ONLINE. You will need to follow the process of the Edwards' Student Services office.

HOW TO SCHEDULE EXAMS USING ACCESS ONLINE SOFTWARE:

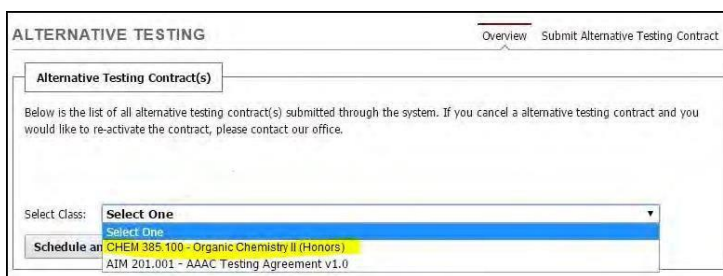
- 1) The “To Do” List at the top of your landing page will denote if you have not scheduled tests for a specific class (and you have testing accommodations). If the instructor is giving you the test with accommodations, then you do not need to schedule with our office.



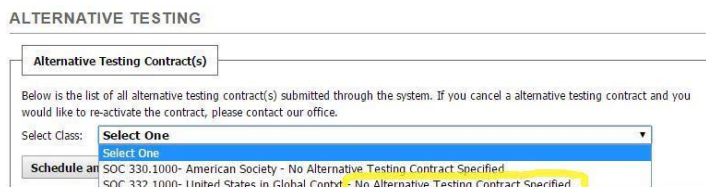
- 2) To schedule a test, look at the menu on the left side of the page and click “Alternative Testing”:



- 3) Select the course in which you would like to schedule a test and click the “Schedule an Exam” button. If you do not see your course listed, this means you did not request a testing accommodation for this course. Return to the left side menu and click on “List Accommodations,” and check the course for which you wish to request accommodations and then return to “Alternative Testing” to schedule an exam.



If you see wording regarding a testing contract, you can ignore it and continue to schedule.



- 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	View Other Exams
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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

[HOW TO CHANGE EXAM DETAILS ONCE YOU’VE SCHEDULED YOUR EXAM:](#)

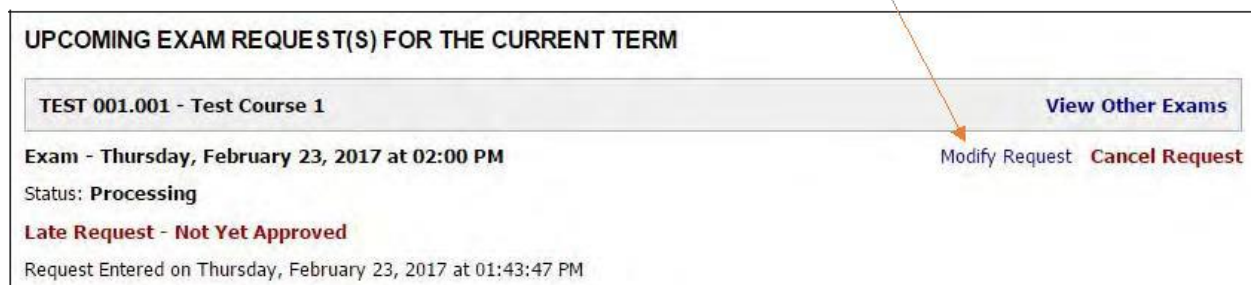
- 1) If something changes in the details of your exam (date, time) you can update the information yourself using Access Online. Just log on to your student page as usual at www.access.ku.edu.



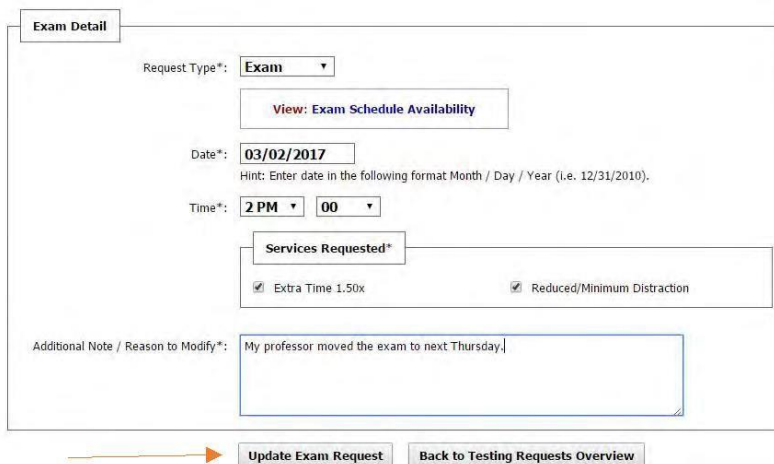
2) Click the “Alternative Testing” link on the left side menu:



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”:



***Please contact our office at 785-864-4064 if you need assistance in scheduling your exam.