Using the AAAC’s “ACCESS ONLINE” System

HOW TO SEND ACCOMMODATION NOTICES TO YOUR INSTRUCTORS:

1) Go to the AAAC/SAS web site at 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: 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.*
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.

9) Click the “Step 2” bar:

Step 2 - Continue to Customize Your Accommodations
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 Access Specialist at the AAAC. “Alternative Testing” includes all of your testing accommodations (extra time, reduced distraction room, etc.).

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:

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 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.

![Image of To Do List]

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

![Image of Alternative Testing menu]

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.

![Image of Schedule an Exam button]

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

![Image of Testing Contract]

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

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

Exam - Wednesday, January 18, 2017 at 01:00 PM

Status: Approved  Location: 30 Strong Hall
Request Enter on Tuesday, December 20, 2016 at 03:35:28 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 as soon as possible at 785-864-4064 if you need assistance in scheduling your exam.