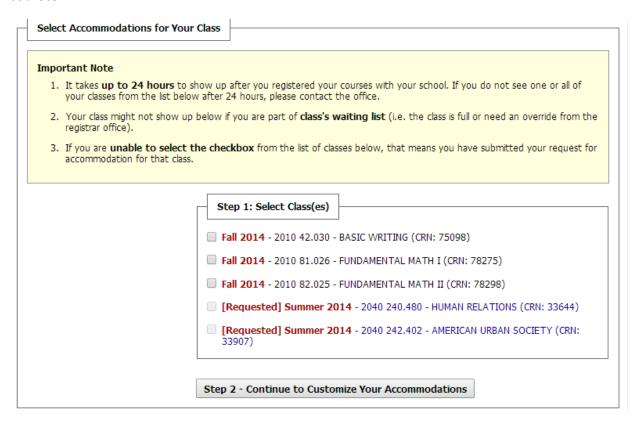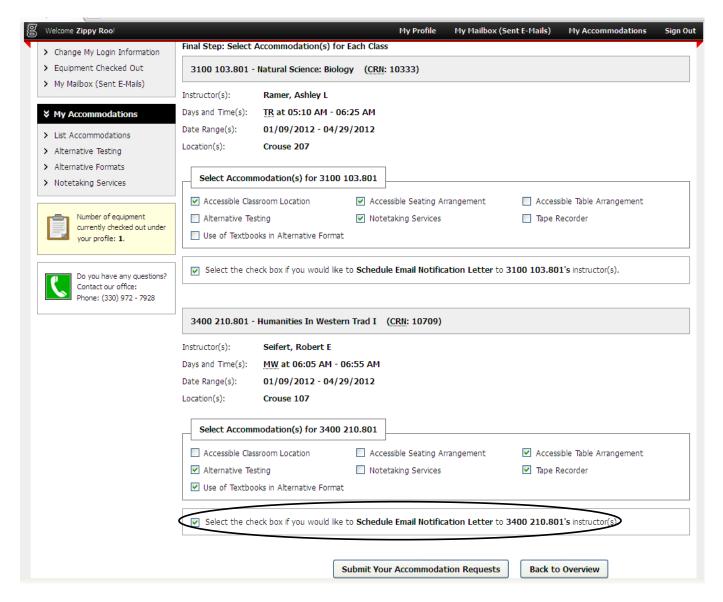# How to Request Accommodation Letters

Step 1: Go to **https://york.accessiblelearning.com/Akron.**

Step 2: Sign in using your UANetID and password.

Step 3: Once logged in, select the check box by the **courses** for which you would like to request accommodations.

Step 4: Click **Step 2- Continue to Customize Your Accommodations** once you have selected all of your courses.

Select Accommodations for Your Class

Important Note
1. It takes **up to 24 hours** to show up after you registered your courses with your school. If you do not see one or all of your classes from the list below after 24 hours, please contact the office.
2. Your class might not show up below if you are part of **class's waiting list** (i.e. the class is full or need an override from the registrar office).
3. If you are **unable to select the checkbox** from the list of classes below, that means you have submitted your request for accommodation for that class.

Step 1: Select Class(es)

☐ **Fall 2014** - 2010 42.030 - BASIC WRITING (CRN: 75098)

☐ **Fall 2014** - 2010 81.026 - FUNDAMENTAL MATH I (CRN: 78275)

☐ **Fall 2014** - 2010 82.025 - FUNDAMENTAL MATH II (CRN: 78298)

☐ **[Requested] Summer 2014** - 2040 240.480 - HUMAN RELATIONS (CRN: 33644)

☐ **[Requested] Summer 2014** - 2040 242.402 - AMERICAN URBAN SOCIETY (CRN: 33907)

Step 2 - Continue to Customize Your Accommodations

Step 5: Select your Accommodation(s) for each course.

Step 6: The **Select Accommodation Box** is only for accommodations that require pre-semester coordination. Please note that only accommodations you are eligible for will show on the request form.

Step 7: **IMPORTANT**: Select the check box if you would like to **Schedule Email Notification Letter** to your instructor. Students must request electronic letters for instructors if they intend to use the accommodations in class.

> Change My Login Information
> Equipment Checked Out
> My Mailbox (Sent E-Mails)

☒ My Accommodations

> List Accommodations
> Alternative Testing
> Alternative Formats
> Notetaking Services

Number of equipment currently checked out under your profile: **1**.

Do you have any questions?
Contact our office:
Phone: (330) 972 - 7928

Final Step: Select Accommodation(s) for Each Class

3100 103.801 - Natural Science: Biology   (CRN: 10333)

Instructor(s):	**Ramer, Ashley L**
Days and Time(s):	**TR at 05:10 AM - 06:25 AM**
Date Range(s):	**01/09/2012 - 04/29/2012**
Location(s):	**Crouse 207**

Select Accommodation(s) for 3100 103.801

- ☑ Accessible Classroom Location
- ☑ Accessible Seating Arrangement
- ☐ Accessible Table Arrangement
- ☐ Alternative Testing
- ☑ Notetaking Services
- ☐ Tape Recorder
- ☐ Use of Textbooks in Alternative Format

☑ Select the check box if you would like to **Schedule Email Notification Letter** to 3100 103.801's instructor(s).

3400 210.801 - Humanities In Western Trad I   (CRN: 10709)

Instructor(s):	**Seifert, Robert E**
Days and Time(s):	**MW at 06:05 AM - 06:55 AM**
Date Range(s):	**01/09/2012 - 04/29/2012**
Location(s):	**Crouse 107**

Select Accommodation(s) for 3400 210.801

- ☐ Accessible Classroom Location
- ☐ Accessible Seating Arrangement
- ☑ Accessible Table Arrangement
- ☑ Alternative Testing
- ☐ Notetaking Services
- ☑ Tape Recorder
- ☑ Use of Textbooks in Alternative Format

☑ Select the check box if you would like to **Schedule Email Notification Letter** to 3400 210.801's instructor(s).

[Submit Your Accommodation Requests]   [Back to Overview]

Step 8: Once completed, click the **Submit Your Accommodation Requests**

If you have any questions, please contact the Office of Accessibility at 330-972-7928, email us at access@uakron.edu or, stop by our office in Simmons Hall room 105.