



## Student AccessND Instructions

### Current Students Requesting Renewal of Accommodations for a New Semester

1. In InsideND, Search “AccessND” and click on the logo to navigate to your Student page.



2. The first time you log in each semester, you will be prompted to sign an Acknowledgement Statement. Click “Respond” to do so.

The screenshot shows the 'Surveys' page in the Accessibility Services Management System. A navigation menu on the left includes Home, Accommodation, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area displays a 'Note: Please fill out the survey(s) before continuing.' and '1 Results' with a 'Showing 20' dropdown. The survey title is 'Acknowledgement Statement' for the period 'From April 17, 2020 to December 31, 2020'. It indicates 'Modified on -' and 'Reply Required'. A red box highlights the 'Respond' button.



3. Read the statement, type your name, and click "Submit."

The screenshot shows a web interface for an "Acknowledgement Statement". On the left is a navigation menu with items: Home, Accommodation, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area has a breadcrumb "Home / Surveys /" and the title "Acknowledgement Statement". At the top of the form are buttons for "Submit", "Save As Draft", and "Cancel". Below these is a note: "\* indicates a required field". The statement text reads: "Acknowledgement I acknowledge that my registration status and active academic accommodation status may be shared with advisors and deans; my housing accommodation status may be shared with Housing and Residential Life staff." A text input field with the placeholder "Please enter you name to affirm this statement \*" is highlighted with a red border. Below the input field are buttons for "Submit", "Save As Draft", and "Cancel", with the "Submit" button also highlighted with a red border.

4. You will then see your Student Home Page.

The screenshot shows the "Student Home Page". It features a navigation menu on the left with items: Home, Accommodation, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area has a breadcrumb "Home /" and the title "News Feed". A message states: "There are currently no announcements or notifications to display." To the right is a "shortcuts" section with a button for "My Activity Summary". At the bottom of the main content area, it says "Accessibility Services Management System" and provides links for "Privacy Policy" and "Terms of Use".



5. Choose Accommodation from the Left Side Menu. Click on Semester Request from the options that appear beneath it.

The screenshot shows the 'Accommodation' page. On the left side, there is a navigation menu with the following items: Home, Accommodation (highlighted with a red box), Accessibility Request, Supplemental, Semester Request (highlighted with a red box), Accommodation Letters, Equipment, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area has a breadcrumb trail 'Return to Accommodation | Return to list (Accommodation)' and a title 'Accommodation'. Below the title, there are tabs for 'Accessibility Request', 'Supplemental', 'Semester Request' (which is selected), 'Letters', and 'Equipment'. A 'Semester' dropdown menu is set to 'Spring 2020 (Test)'. Below the dropdown are 'Apply Search' and 'Clear' buttons. An 'Add New' button is located below the search options. A large, faint icon of a stack of papers is visible in the background.

6. Click Add New.

This screenshot is similar to the previous one, but the 'Add New' button is highlighted with a red box. The 'Semester' dropdown menu is now set to 'Summer 2020 (test)'. The navigation menu on the left is also visible, with 'Semester Request' highlighted. The rest of the page layout, including the breadcrumb trail and tabs, remains the same.



7. In the blue box, you will see a list of all accommodations for which you have previously been approved. Under the Semester drop down menu, choose the semester in which you would like use your accommodations.

The screenshot shows the 'Accommodation' page in the Accessibility Services Management System. The 'Semester Request' tab is active. A blue box highlights the approved accommodations: 'Testing Accommodations/50% Extended Time', 'Note Taker', and 'Testing Accommodations/Testing environment with minimal distractions'. Below this, a 'Semester' dropdown menu is open, showing 'Summer 2020 (test)' selected. A red arrow points to this dropdown. Buttons for 'Submit For All Accommodations' and 'Review The Renewal' are visible.

8. Your classes for the selected semester will appear on the right-hand side. Choose Review the Renewal to determine which accommodations you need in each class.

The screenshot shows the 'Accommodation' page with the 'Semester Request' tab active. The 'Semester' dropdown menu is set to 'Summer 2020 (test)'. A red box highlights the 'Review The Renewal' button. Below the buttons, two classes are listed: 'PSYCH 100' (Starts May 11, 2020, Ends August 31, 2020) and 'BIO 230' (Starts May 11, 2020, Ends August 31, 2020). The approved accommodations are listed as: 'Academic Adjustments - Additional excused absences', 'Testing Accommodations - 50% Extended Time - All tests and quizzes', and 'Auxiliary Aid - Note Taker - Peer'.



9. You will see your first accommodation listed in the gray box. Below, check the class(es) that you will use the accommodation.

What accommodations are you requesting? \*

Accessibility Accommodation #1

Accommodation Type \*

Academic Adjustments - Additional excused absences X

Description

Semester \*

Summer 2020 (test)

Courses

BIO 230

PSYCH 100

Remove Accommodation



10. If you have more than one accommodation, scroll down and repeat the process for each accommodation, choosing what class you need the accommodation.

Accessibility Accommodation #2

Accommodation Type \*

Testing Accommodations - 50% Extended Time - All tests and quizzes

Description

Semester \*

Summer 2020 (test)

Courses

- BIO 230
- PSYCH 100

Remove Accommodation



11. At the bottom of the Review the Renewal page, Click “Submit”

The screenshot shows a web interface for reviewing an accommodation request. On the left is a navigation menu with items: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room, Calendar, and Profile. The main content area contains a form with the following fields: a 'Description' text area, a 'Semester \*' dropdown menu set to 'Summer 2020 (test)', and a 'Courses' section with checkboxes for 'BIO 230' and 'PSYCH 100'. Below the form are three buttons: 'Remove Accommodation', 'Request Additional Accommodation', and a pair of 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red rectangular box.



- Once you renew your accommodations, you will see a confirmation of the Accommodations along with the semester and courses. After the Sara Bea staff reviews the renewal, an accommodation letter will be sent to your instructors for their signature. If you requested Note-Taking or an Alternative Text, our office will begin working to fill that request.

The screenshot shows the Sara Bea Accessibility Services web application. On the left is a navigation menu with options like Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room, Calendar, and Profile. The main content area has a search filter for 'Semester' set to 'Summer 2020 (test)'. Below the search bar are 'Apply Search' and 'Clear' buttons. There is an 'Add New' button and '2 Results' displayed. A sorting option 'SORT BY: Date Needed' and 'Showing 20' are also visible. Two results are listed, both highlighted with a red border:

- Testing Accommodations - 50% Extended Time - All tests and quizzes**  
Summer 2020 (test)  
Courses: PSYCH 100 ()  
Started on May 11, 2020  
Ends on August 31, 2020  
Created on July 20, 2020, 8:33 am
- Academic Adjustments - Additional excused absences**  
Summer 2020 (test)  
Courses: PSYCH 100 ()  
Started on May 11, 2020  
Ends on August 31, 2020  
Created on July 20, 2020, 8:33 am