How to use the Accessibility Services Student Web Portal to:
REQUEST COURSE-SPECIFIC ACCOMMODATIONS FOR A COURSE
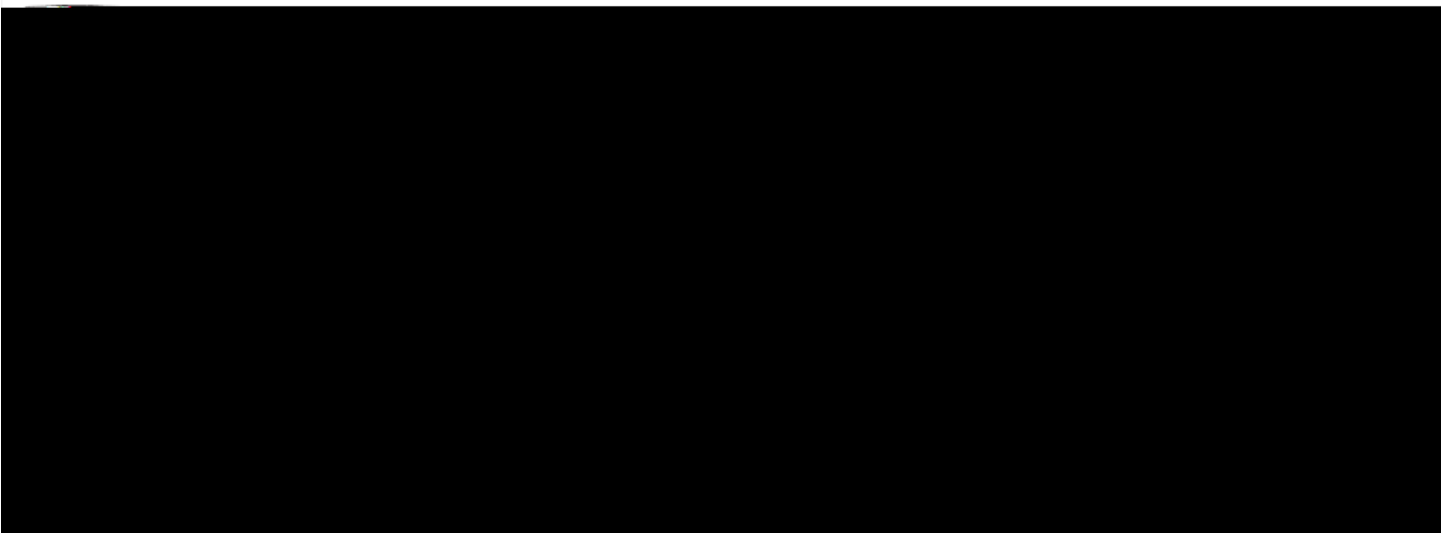### and
Send an Accommodation Letter
to each instructor each term.

STEP 1

Using an internet browser, go to the student web portal.

STEP 2

Select "Request Accommodations or View Current Accommodation Letters" from the main menu.
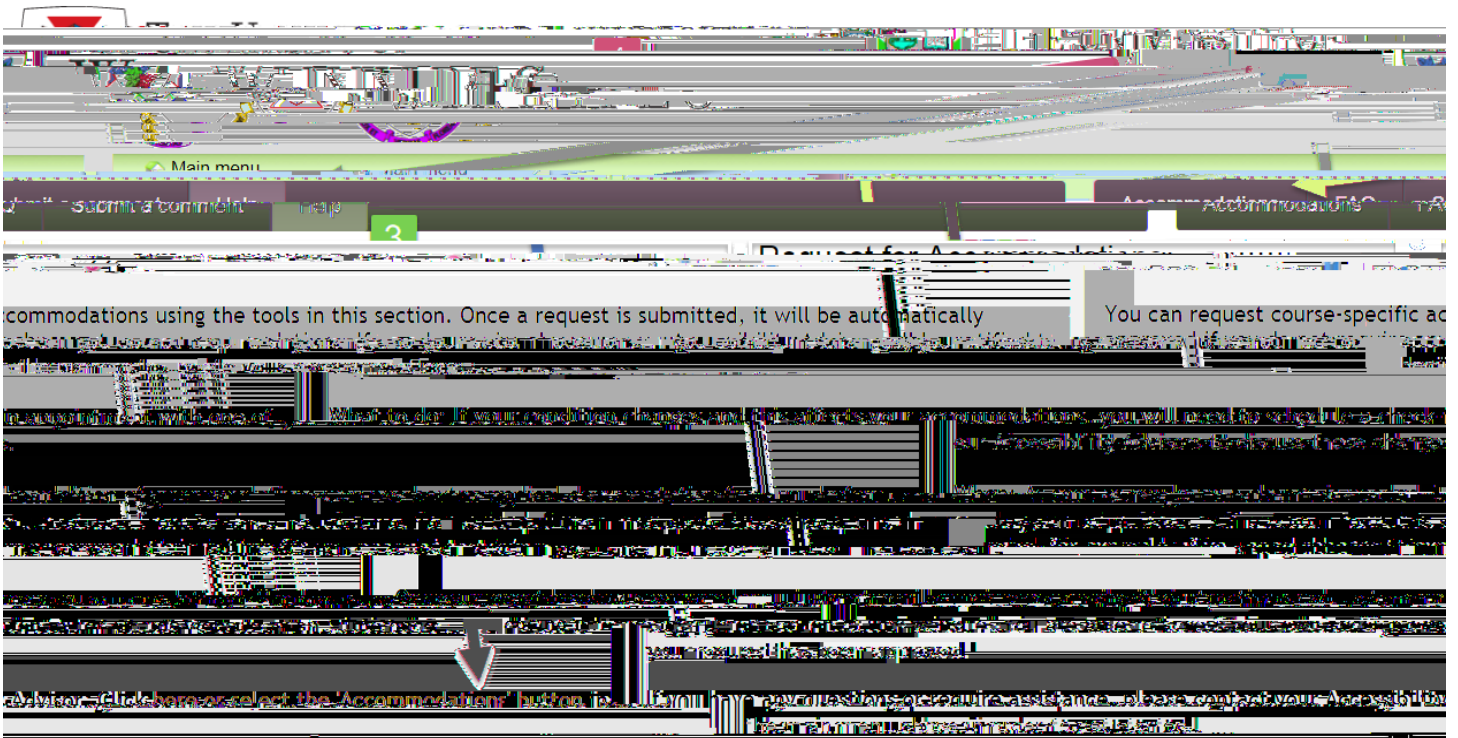

STEP 3

You will be directed to the "Request for Accommodations" Help page. Please read this information before submitting your request(s). The "FAQ" link will also take you to a list of detailed instructions.
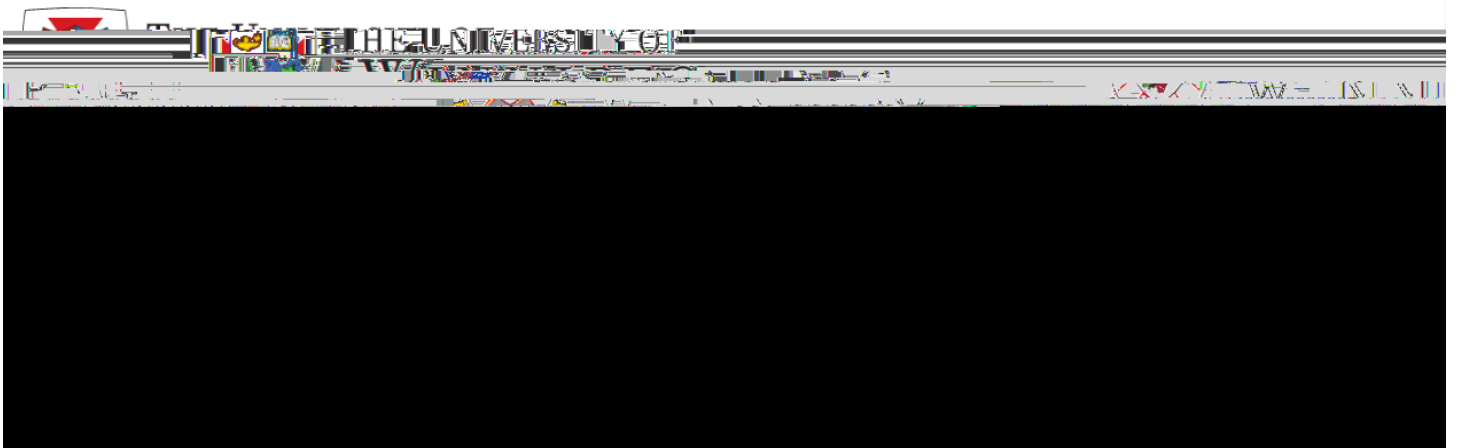
STEP 4

Follow the link in the instructions or select "Acco   e   ec   ¶ rom the t1 the tp (ofs) the p) a

STEP 5

You will be directed to a sign-in page, which will need [your WebAdvisor username and password](#).

STEP 6

You will be taken to the Accommodations page, where you can select from the University of Winnipeg or PACE courses that you are registered in for the current term. You may select a different term in the drop-down menu, then the "Refresh" button in the upper right.

Select the "Request" button to cr

STEP 8

If you have multiple courses this term, you may want to click "check all" under "Courses to request" if your classroom and test accommodations will be the same for all your courses this term. If your accommodations needs will differ depending on the course, then check off just the specific course(s) that you want the checked off accommodations (that you selected in Step 7) to apply to.

STEP 9

Use the circular "radio" buttons to let us know if the accommodations in the checklist above are correct or if your needs have changed since you last took courses. You may then use the "Optional note" text field to provide your Accessibility Advisor with any details/further information, if needed.
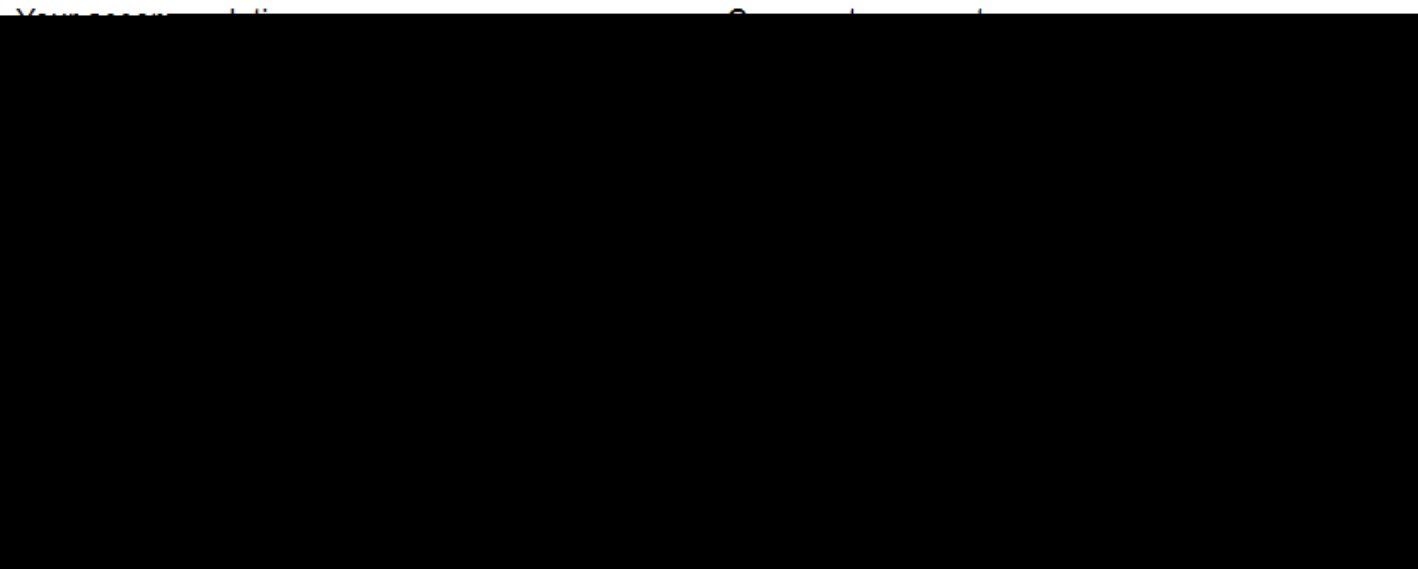
If your accommodations have changed (or those listed above are either incorrect, or your medical documentation has expired since you last used AS services), you may need to provide AS with updated medical documentation before your Accommodations Letter is approved. You will be unable to use the Online Test Booking module of the student web portal (your courses will not be available to select from) and any new accommodations will not be listed here until your updated accommodations have been approved by your Accessibility Advisor.

<u>STEP 10</u>
Use the checkbox to agree to the privacy-related Terms of using the web portal AND
click the "Submit" button to finish (or click "Cancel" to go back to the main "Request Accommodations" page if you're not yet ready to submit the request).

Your Accessibility Advisor will review your request, and if you specified that changes are needed to your accommodations, will contact you regarding the next steps or to let you know once it has been approved. <u>Please make sure AS has your current e-mail address</u>.

If you are:

a) An Undergraduate/Graduate/Theology student:
AS will send your instructor a link to their web portal to log in and view your letter.

b) A PACE student:
You will need to download a PDF copy of the letter to e-mail directly to your PACE instructor (and <u>cc: a designated PACE advisor</u>).

You may also view the status of any past Accommodations Letter requests under: