

Current SAS Students: How to request and customize your accommodations in mySAS

Students must register each semester (or module)

to continue receiving accommodations and related services through SAS.

1. To re-register with SAS and request accommodations, go to mySAS, located on the UTRGV SAS Home page via this link: <https://www.utrgv.edu/accessibility>
 - Click on the mySAS icon, in the middle of the UTRGV SAS home page.



You can also access mySAS directly via this link:

www.utrgv.edu/mysas

2. Log in to mySAS using your UTRGV email address and password.

The image shows the UTRGV Online Services Login screen. At the top, it says "UTRGV The University of Texas Rio Grande Valley". Below that is a "Online Services Login" header with a lock icon. The main content area is divided into two columns. The left column has a "Sign in with your UTRGV account" section with a text input field containing "student.student01@utrgv.edu", a password field with masked characters, and a "Sign In" button. Below the button is a link "Can't access your account?" and a security warning: "To protect your personal information, please close ALL open browser windows when you sign out." The right column features the "ACCESSIBLE INFORMATION MANAGEMENT for higher education and beyond" logo and a paragraph of text describing AIM LLC's services. Below this is a "By pressing the Sign in button, you agree to:" section with two bullet points: "Use the system and data only for official University transactions." and "Never share your password or access." At the bottom right is a "Help" section with two bullet points: "Brownsville: (956) 882-HELP (4357)" and "Edinburg: (956) 665-2020".

Figure 1: mySAS Login Screen

3. On your mySAS dashboard, you will see the courses for which you are registered.
 - Note: You will not be able to select accommodations until you have registered for at least one course. In addition, it can take up to 24 hours after you register for courses for the system to be updated.
4. Select the courses for which you are requesting accommodations and then click on “Continue to Customize Your Accommodations.”
 - Note: Accommodations available to each student in mySAS are those which have been discussed with an SAS Counseling Specialist and have been approved by the Departmental Review Committee (DRC).
 - The accommodations you select will depend on the types of courses in which you are enrolled. For example, you would not need to request an attendance accommodation for an online course that does not require remote or “live” interactions. Also, you may not need to request “volunteer note taker” for a lab course or “extended time on testing” for a course without any tests scheduled during the semester.

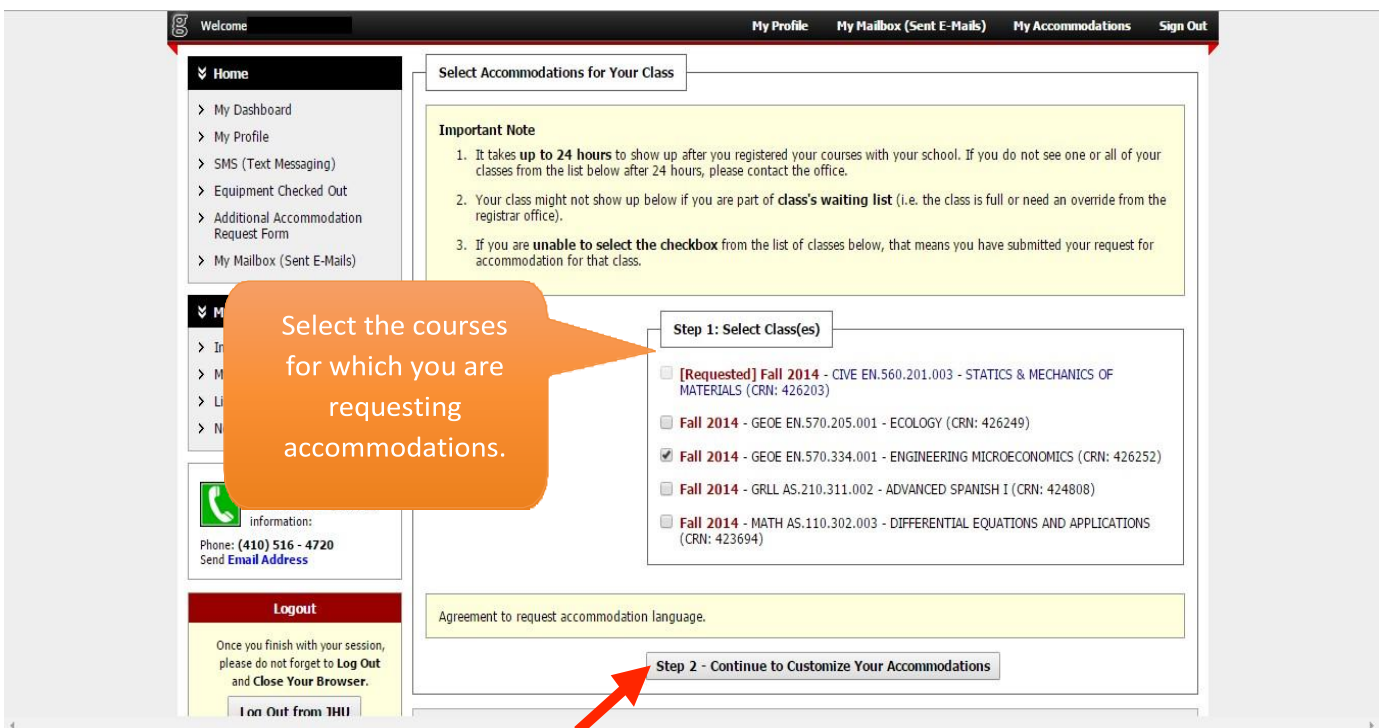


Figure 2: Customizing Accommodations

5. On the customize page, select the accommodations for each course and then click on “Submit Your Accommodation Requests.”

IMPORTANT: You will need to repeat this step at the beginning of each semester!

If you register for a new course or drop a course after creating your initial accommodation request, log into mySAS to request accommodations for the course you have added.

- You must create an accommodation request in mySAS when you add a new course.
- If you do not make this change in mySAS, you and your professor will not receive an accommodation letter for the course(s) you added.

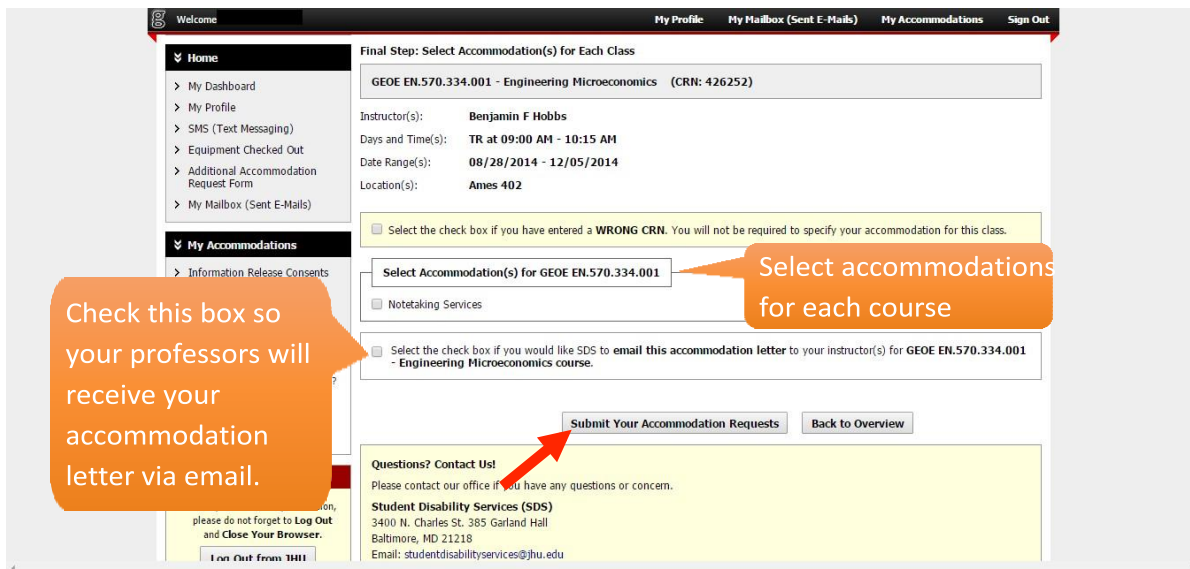


Figure 9: Submitting Accommodation Requests

6. After you submit your accommodation request, an email is sent to your UTRGV email account from *Accessible Information Management* <noreply@whitney.accessible.earning.com> on behalf of ability@utrgv.edu.
7. After the accommodation request is submitted, please allow a minimum of 2 business days to receive your accommodation letter. You and each of your professors will receive an accommodation letter via UTRGV email accounts.

For any questions, feel free to contact SAS. We will be happy to assist you.

- SAS office hours are 8:00 am – 5:00 pm.
- Locations: Edinburg: University Center, room 108; Brownsville: Cortez, room 129
- Phone: Edinburg: 956-665-7005; Brownsville: 956-882-7374
- For general inquiries: Email ability@utrgv.edu
- For questions regarding testing: Email sastesting@utrgv.edu