

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

Students must request accommodation(s) each semester (or module) to continue receiving them and other related services through SAS.

1. To 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 is the UTRGV logo and the text "The University of Texas Rio Grande Valley". Below this is a "Online Services Login" section with a lock icon. The login form has a "Sign in with your UTRGV account" header. It contains a text input field for the email address (pre-filled with "student.student01@utrgv.edu"), a password input field with masked characters, and a "Sign In" button. Below the button is a link "Can't access your account?". To the right of the login form is a red box with the text "ACCESSIBLE INFORMATION MANAGEMENT for higher education and beyond". Below this box is a paragraph of text about AIM LLC and its services, followed by a "Help" section with contact information for Brownsville and Edinburg.

Figure 1: mySAS Login Screen

3. On your mySAS dashboard, you will see the courses for which you are enrolled.
 - **Note:** You will not be able to select your accommodation(s) until you have enrolled for at least one course. In addition, it can take up to 24 hours after you have enrolled for courses so the system can update.
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 Access Coordinator 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.

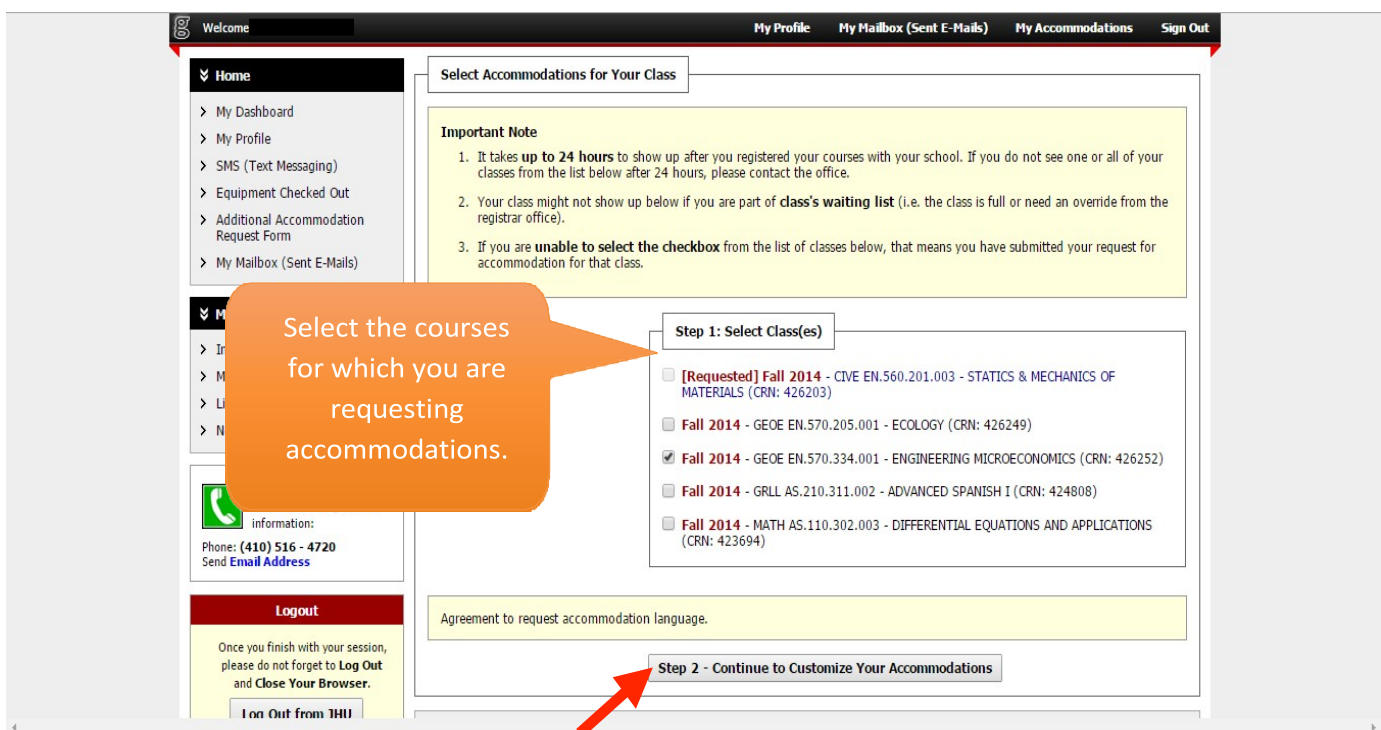


Figure 2: Customizing Accommodations

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 drop a course after creating your initial accommodation request, log into mySAS to request your accommodation(s) 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.

Final Step: Select Accommodation(s) for Each Class

GEOE EN.570.334.001 - Engineering Microeconomics (CRN: 426252)

Instructor(s): Benjamin F Hobbs
 Days and Time(s): TR at 09:00 AM - 10:15 AM
 Date Range(s): 08/28/2014 - 12/05/2014
 Location(s): Ames 402

☐ Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for GEOE EN.570.334.001

☐ Notetaking Services

☐ Select the check box if you would like SDS to email this accommodation letter to your instructor(s) for GEOE EN.570.334.001 - Engineering Microeconomics course.

Questions? Contact Us!
 Please contact our office if you have any questions or concern.

Student Disability Services (SDS)
 3400 N. Charles St. 385 Garland Hall
 Baltimore, MD 21218
 Email: studentdisabilityservices@jhu.edu

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 1 business day to receive your accommodation letter. You and each of your professors will receive an accommodation letter via your UTRGV email account.

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: BMSLC 1.107
- Phone: Edinburg: 956-665-7005; Brownsville: 956-882-7374
- For general inquiries: Email ability@utrgv.edu
- For questions regarding testing: Email sastesting@utrgv.edu