

New SAS Students: How to request accommodations in mySAS

1. Log into mySAS www.utrgv.edu/mysas

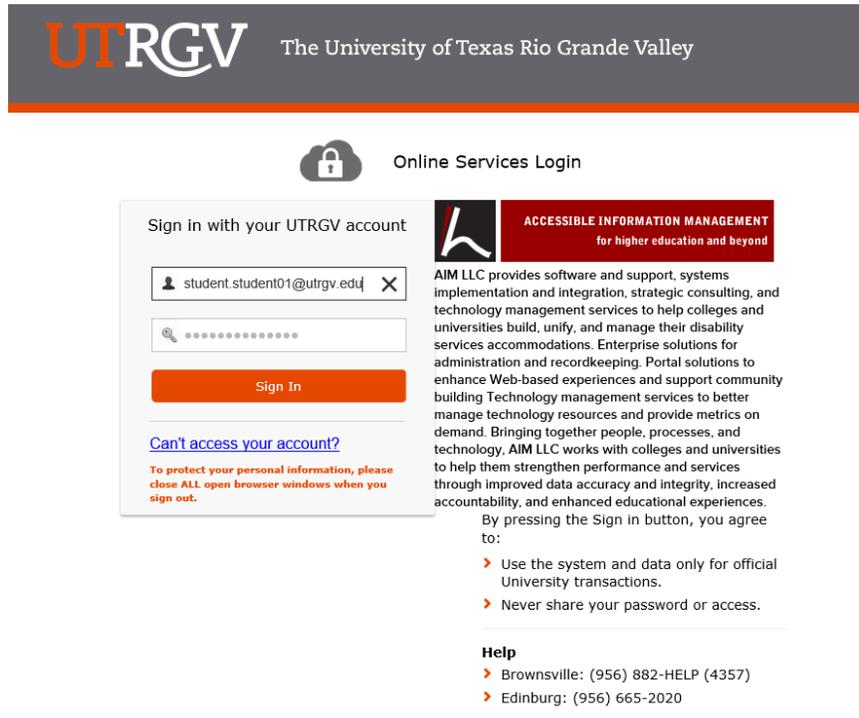


Figure 1: mySAS Login Screen

2. Once you are logged in, click on the "New Student Application" button.

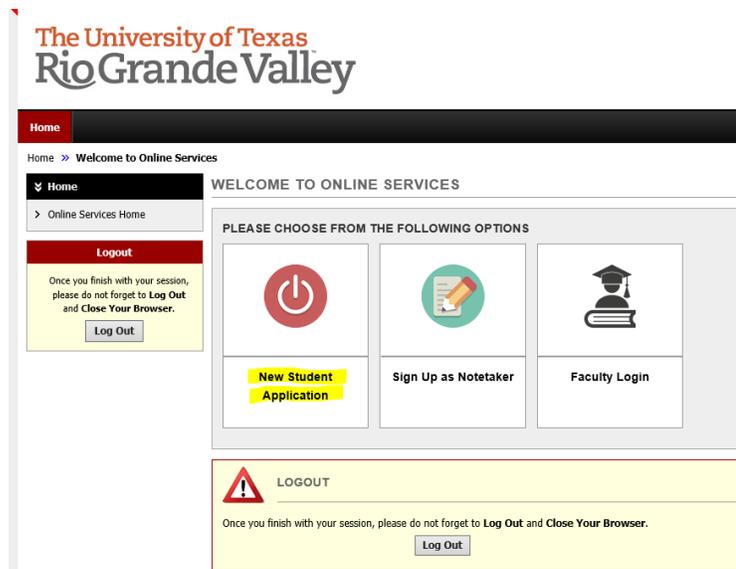


Figure 2: mySAS Welcome Page

3. Complete all of the fields in the Online Student Application. Use the screenshots below to guide you.

The University of Texas
Rio Grande Valley

Home

Home > Online Student Application

ONLINE STUDENT APPLICATION

2 Easy Steps to Register → Step 1: Fill in Application → Step 2: Submit Documentation

Welcome to MySAS. Please complete the form below in it's entirety. This will help us serve you better!

Please know that the information you provide will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). For more information on FERPA, please visit: <https://www.utrgv.edu/ucentral/registration/student-confidentiality-ferpa/index.htm>

Personal Information

Start Term*: **2019 - Spring** [v]
Note: Select when you would like to start your services.

Expected Graduation Term: **Select One** [v]
Note: Select when you plan to graduate.

First Name*: [redacted]

Last Name*: [redacted]

Middle Name: []

Optional: Preferred Name: []

Figure 3: Online Student Application Page

Additional Information

Primary Disability*: **Select One**

Select primary disability. If more than one, select others that apply (under Secondary Disability(ies)).

Secondary Disability(ies)

- Autism**
 Autism
- Blind**
 Blind
- Cognitive**
 Cognitive
- Deaf**
 Deaf
- Hard of Hearing**
 Hard of Hearing
- Learning**
 Learning
- Mental Health**
 Mental Health
- Orthopedic**
 Orthopedic
- Other Health**
 Other Health
- Speech/Language**
 Speech/Language
- TBI**
 TBI
- Vision**

Figure 4: Additional Information: Primary and Secondary Disability(ies)

The screenshot shows a form section titled "Other Disability or Note:" which is highlighted in yellow. Above this section are several categories of disabilities with checkboxes: "Other Health", "Speech/Language", "TBI", and "Vision". An orange callout box points to the "Other Disability or Note:" field with the text: "Complete this box if your disability is not listed in the choices above." Below the callout is a "Seeking Degree:" dropdown menu set to "Select One". Underneath is a section titled "Affiliation(s)" with a list of checkboxes: Counseling, OVAVP Client, SRR Client, Student Athlete, Study Abroad Accommodations, TWC Client, VAIL Client, Veteran, and Veterans Upward Bound.

Figure 5: Other Disability

4. List all accommodations that you are requesting now. This may include accommodations received at a prior institution (e.g. high school, college, university, etc.), although this is not necessary. Accommodations requested may also include those noted in any documentation you will provide to SAS.

5. Please complete **all questions** that are relevant to you and your requests for accommodations.

The screenshot shows a form section titled "Questions" which is highlighted in yellow. It contains three numbered questions:

1. **Alternate E-Mail***
2. **Citizenship Status:***
 - U.S. Citizen
 - U.S. National
 - Immigrant
 - Non-immigrant
 - Alien
 - Undocumented Alien
 - Visa Waiver Program (VWP)
 - Other: (Specify Below)
 - Do not wish to Disclose**Additional Note or Comment**
3. **Veteran:***
 - Yes
 - No

Figure 6: Questions

6. Please note, there are some questions which should be answered only by students with the disability(ies) indicated in the question. For example:

20. **To be completed ONLY by Individuals with a Learning Disability, and/or Attention Deficit/Hyperactive Disorder:**

- Nature of disability (specify type(s)): (Specify Below)
- Date of diagnosis: (Specify Below)

Additional Note or Comment

21. **To be completed ONLY by Individuals with a Psychiatric Condition:**

- Nature of disability (specify type(s)): (Specify Below)
- Date of diagnosis: (Specify Below)
- Dates of any psychiatric hospitalization(s): (Specify Below)

Additional Note or Comment

22. **To be completed ONLY by Individuals with a Chronic Health Condition, Physical or other Mobility disability:**

- Which, if any, of the following mobility aids do you use? (check them Below)**
- Prosthesis (specify): (Specify Below)
- Braces
- Crutches
- Cane
- Manual Wheelchair
- Motorized wheelchair/scooter

Figure 7: Questions specific to certain disabilities

7. On the final question (“Student Acknowledgement”), check all that apply.
8. Then, click “Submit Application.”

33. **Student Acknowledgement (Check all that apply below)**

- I understand that completing this form is only the initial step in the accommodation process. Once I am registered with SAS, I will need to meet with a SAS Counseling Specialist as needed and complete a Request for Accommodation Letter form each semester to request accommodations.
- I also understand that I am my own advocate. It is my responsibility to request accommodations, follow departmental procedures, and to notify instructors of my accommodations which are approved by SAS. It is also my responsibility to report any concerns I may have regarding accommodations to SAS.
- I understand that documentation of my disability must be provided to the SAS office before accommodations will be considered. I realize that I may need additional documentation upon transferring from or to another educational institution. It is my responsibility to consult with the transfer institution regarding their documentation requirements.
- My signature below affirms that I have completed this application truthfully and that I have read and understand
- Type your name and date below to acknowledge:** (Specify Below)

Additional Note or Comment

Submit Application

NEED HELP?
Access Tutorials
Contact Our Office
Read Disclaimer

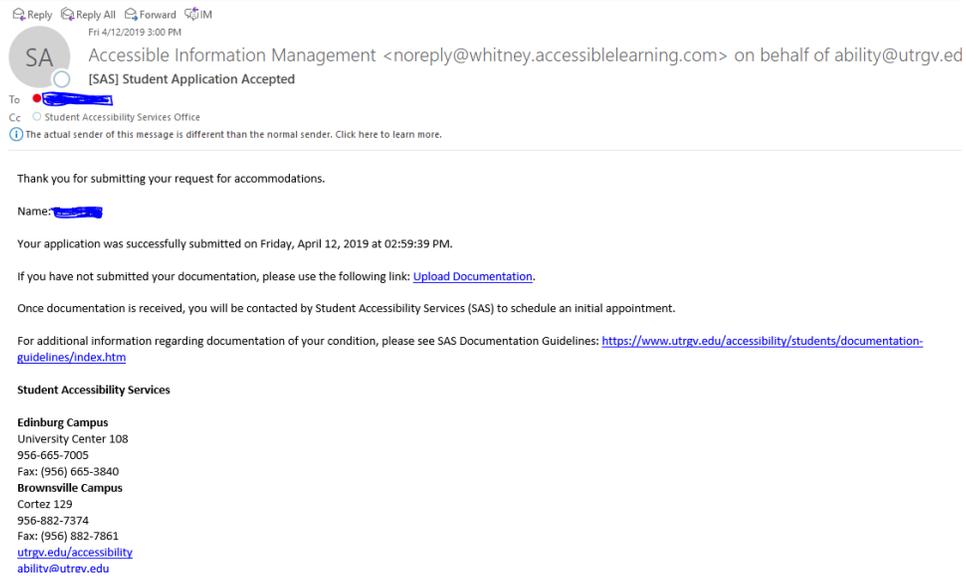
STUDENT ACCESSIBILITY SERVICES
University of Texas Rio Grande Valley
1201 W. University Drive
Edinburg, TX 78539

Website: [Visit Our Website](#)
Email Us: ability@utrgv.edu

Phone: (956) 665 - 7005
Fax: (956) 665 - 3840

Figure 8: Student Acknowledgement section

9. After submitting your application, an email is sent to your UTRGV email account from *Accessible Information Management* <noreply@whitney.accessible.earning.com> on behalf of ability@utrgv.edu.
- If you have not **uploaded documents** yet, please do so in order to avoid any delays related to your request for accommodations.



Uploading documentation to mySAS

1. After you have submitted your online application, you should submit any relevant document(s) to support your request for accommodations by uploading the document(s) on the “Submitting Documentation” page.

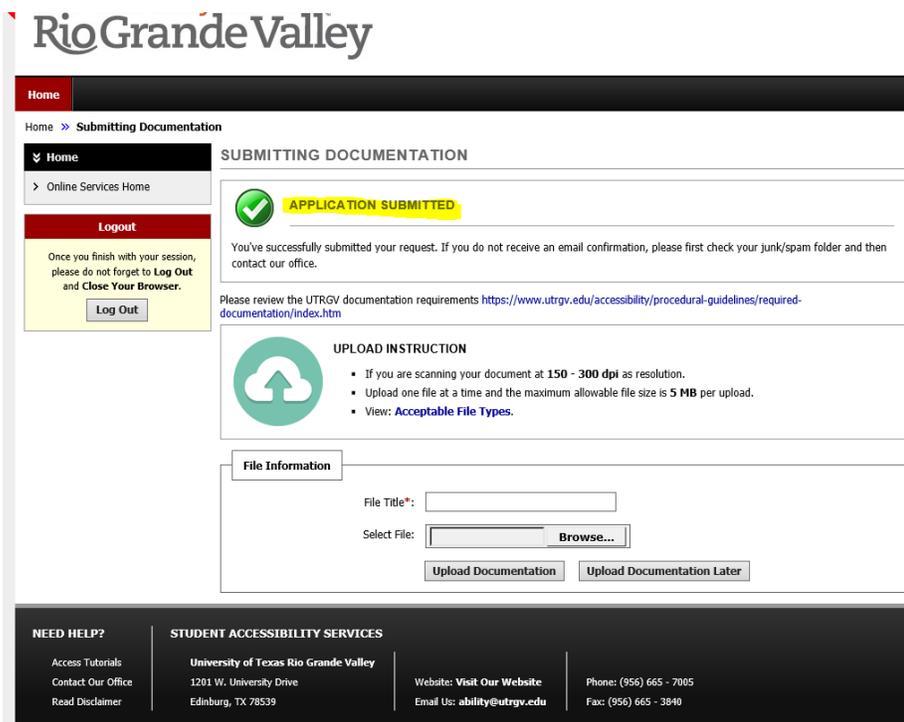


Figure 7: Online Student Application – Uploading Relevant Documents

2. If you encounter any issues while uploading your documents to mySAS, please email SAS at abilitydocs@utrgv.edu and attach the .pdf version of the documents.
3. You will be contacted by a SAS staff member to schedule an initial appointment, or “intake interview.”
4. After your initial appointment, your request for accommodations will be reviewed by SAS staff.
5. If SAS staff determine that more information or documentation is required to support your accommodation request, you will be contacted via your UTRGV email and via mySAS.
6. You can check the status of your online application by logging into mySAS.

Uploading documentation to mySAS:

*Once you’ve submitted your online application, you should submit any relevant documentation to support your request for accommodations by uploading the documentation on the “Submitting Documentation” page.

*If you encounter any issues while uploading your documentation to mySAS, please email SAS at abilitydocs@utrgv.edu and attach a PDF version of the documentation.

* You will then be contacted by a SAS staff member to schedule an initial appointment, or “intake interview.” SAS staff will inform you if additional documentation is needed to support your request.

*After your initial appointment, your request for accommodations will be reviewed by the Departmental Review Committee (DRC).

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