New SAS Students: How to request accommodations in mySAS

1. Log into mySAS <u>www.utrgv.edu/mysas</u>

The Universit	y of Texas Rio Grande Valley nline Services Login
Sign in with your UTRGV account	ACCESSIBLE INFORMATION MANAGEMENT for higher education and beyond
student.student01@utrgv.edu X	AIM LLC provides software and support, systems implementation and integration, strategic consulting, and technology management services to help colleges and universities build, unify, and manage their disability services accommodations. Enterprise solutions for
Sign In	administration and recordkeeping. Portal solutions to enhance Web-based experiences and support community building Technology management services to better manage technology resources and provide metrics on
Can't access your account? To protect your personal information, please close ALL open browser windows when you sign out.	demand. Bringing together people, processes, and technology, AIM LLC works with colleges and universities to help them strengthen performance and services through improved data accuracy and integrity, increased accountability, and enhanced educational experiences. By pressing the Sign in button, you agree to:
	 Vise the system and data only for official University transactions. Never share your password or access.
	Help Brownsville: (956) 882-HELP (4357) Edinburg: (956) 665-2020

Figure 1: mySAS Login Screen

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

The University of Texas Rio Grande Valley					
Home Home >> Welcome to Online Service	es				
Home Online Services Home	PLEASE CHOOSE FROM T	THE FOLLOWING OPTIONS			
Logout Once you finish with your session, please do not forget to Log Out and Close Your Browser. Log Out	٢				
	New Student Application	Sign Up as Notetaker	Faculty Login		
	Once you finish with your session,	please do not forget to Log Out ar	nd Close Your Browser.		

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 RioGrand	e Valley	
Home		
Home » Online Student Application		
¥ Home	ONLINE STUDENT APPLICAT	ON
Online Services Home Logout	2 Easy Steps to Register	Step 1: Fill in Application Step 2: Submit Documentation
Once you finish with your session, please do not forget to Log Out and Close Your Browser. Log Out	Welcome to MySAS. Please complete the form Please know that the information you provide For more information on FERPA, please visit: 1	below in it's entirety. This will help us serve you better! will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). https://www.utrgv.edu/ucentral/registration/student-confidentiality-ferpa/index.htm
	Personal Information	
	Start Term*: 201	9 - Spring
	Note: Expected Graduation Term: Selv Note:	Select when you would like to start your services. ect One Select when you plan to graduate.
	First Nam <mark>e*:</mark>	
	Last Name*:	
	Middle Name:	
	Optional: Preferred Name:	

Figure 3: Online Student Application Page

Primary Disability [•]	Select One Secondary Disability(ies)	Select primary disability. If more than one, select others that apply (under Secondary Disability(jes).
	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	
	Vision	

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

	Uter Health Other Health Speech/Language Speech/Language TBI TBI Vision Vision	Complete this box if your disability is not listed in the choices above.
Other Disability or Note:		
Seeking Degree:	Select One	~
	Affiliation(s) Counseling OVAVP Client SRR Client Student Athlete Study Abroad Accommodations TWC Client VALL Client Vata Client Veteran Veterans	

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 <u>all questions</u> that are relevant to you and your requests for accommodations.

uestions					
Alternat	≥ E-Mail*				
Citizens	ip Status:*				
Οι	.S. Citizen				
οu	.S. National				
() I	nmigrant				
\bigcirc N	on-immigrant				
() A	lien				
οu	ndocumented Alien				
0 V	isa Waiver Program (VWP)				
00	ther: (Specify Below)				
0	o not wish to Disclose				
Addition	al Note or Comment				
				~	
				\sim	
L					
Veteran	*				
0 Y	es				
0	0				
	Figuro 6: O		tions		
	i igui e 0. Qi	ues			

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

	~	
T	To be completed ONLY by Individuals with a Learning Disability, and/or Attention Deficit/Hyperactive	Disord
	Nature of disability (specify type(s): (Specify Below)	
	Date of diagnosis: (Specify Below)	
A	Additional Note or Comment	
Γ	A	
	~ · · · · · · · · · · · · · · · · · · ·	
Т	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)	
A	Additional Note or Comment	
Γ		
	\sim	
	\bigcirc	
[To be completed ONLY by Individuals with a Chronic Health Condition, Physical or other Mobility disal	oility:
[]	To be completed ONLY by Individuals with a Chronic Health Condition, Physical or other Mobility disal Which, if any, of the following mobility aids do you use? (check them Below)	oility:
[To be completed ONLY by Individuals with a Chronic Health Condition, Physical or other Mobility disal Which, if any, of the following mobility aids do you use? (check them Below) Prosthesis (specify): (Specify Below)	pility:
[To be completed ONLY by Individuals with a Chronic Health Condition, Physical or other Mobility disat Which, if any, of the following mobility aids do you use? (check them Below) Prosthesis (specify): (Specify Below) Braces	<mark>pility:</mark>
[To be completed ONLY by Individuals with a Chronic Health Condition, Physical or other Mobility disal Which, if any, of the following mobility aids do you use? (check them Below) Prosthesis (specify): (Specify Below) Braces Crutches	pility:
[To be completed ONLY by Individuals with a Chronic Health Condition, Physical or other Mobility disal Which, if any, of the following mobility aids do you use? (check them Below) Prosthesis (specify): (Specify Below) Braces Crutches Cane	<mark>bility:</mark>
]	To be completed ONLY by Individuals with a Chronic Health Condition, Physical or other Mobility disal Which, if any, of the following mobility aids do you use? (check them Below) Prosthesis (specify): (Specify Below) Braces Crutches Cane Manual Wheelchair	pility: _
[T	To be completed ONLY by Individuals with a Chronic Health Condition, Physical or other Mobility disal 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	bility:

- 7. On the final question ("Student Acknowledgement"), check <u>all</u> that apply.
- 8. Then, click "Submit Application."

				\bigcirc	
	33.	Student Acknowledgeme	ent (Check all that apply below)	,	
		Inudestand that completing this form is only the initial step in the accommodation process. Once I am registered with SAS, Scuessing 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 request accommodations who are approved by SAS. It is also my responsibility to report any concerns I may have regarding accommodations to SAS. Inderstand that documentation of my disability must be provided to the SAS office before accommodation regarding there documentation requirements. Transfer institution regarding there documentation requirements. The instruction requirements are completed the semilation have a provided			
		understand	and date below to acknowledge	: (Specify Below)	
		dditional Note or Comment			
		$\langle \rangle$			
		Submit Application			
NEED HELP?	STUDENT ACCES	SSIBILITY SERVICES			
Access Tutorials	University of T	exas Rio Grande Valley			
Contact Our Office	1201 W. Univers	ity Drive	Website: Visit Our Website	Phone: (956) 665 - 7005	
Read Disclaimer	Edinburg, TX 78	539 Email Us: ability@utrgv.edu 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 <<u>noreply@whitney.accessible.earning.com</u>> on behalf of <u>ability@utrgv.edu</u>.
- If you have not uploaded documents yet, please do so in order to avoid any delays related to your request for accommodations.

Q Reply Q Reply All Q Forward I A First AT22019 3:00 PM First AT22019 3:00 PM Accessible Information Management < noreply@whitney.accessiblelearning.com> on behalf of ability@utrgy.ed [SAS] Student Application Accepted To C Student Accessibility Services Office The actual sender of this message is different than the normal sender. Click here to learn more.
Thank you for submitting your request for accommodations.
Namen
Your application was successfully submitted on Friday, April 12, 2019 at 02:59:39 PM.
If you have not submitted your documentation, please use the following link: Upload Documentation.
Once documentation is received, you will be contacted by Student Accessibility Services (SAS) to schedule an initial appointment.
For additional information regarding documentation of your condition, please see SAS Documentation Guidelines: https://www.utrgv.edu/accessibility/students/documentation- guidelines/index.htm
Student Accessibility Services
Edinburg Campus University Center 108 956-665-7005 Fax (956) 655-3840 Brownsville Campus Cortez 129 956-882-7374 Fax (956) 882-7861 utrzy.edu/accessbility ability@utrav.edu

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.

RioGra	ndeValley				
Home					
Home » Submitting Docu	mentation				
¥ Home	SUBMITTING DOCUMENTATION				
> Online Services Home					
Once you finish with your s please do not forget to Lo	ession, g out contact our office.				
Log Out	and Close Your Browser. Log Out Please review the UTRGV documentation requirements https://www.utrgv.edu/accessibility/procedural-guidelines/required-documentation/index.htm				
	UPLOAD INSTRUCTION If you are scanning your document at 150 - 300 dpi as resolution. Upload one file at a time and the maximum allowable file size is 5 MB per upload. View: Acceptable File Types.				
	File Information				
	Select File: Browse				
	Upload Documentation Upload Documentation Later				
NEED HELP?	STUDENT ACCESSIBILITY SERVICES				
Access Tutorials	University of Texas Rio Grande Valley				
Contact Our Office Read Disclaimer	1201 W. University Drive Website: Visit Our Website Phone: (956) 665 - 7005 Edinburg, TX 78539 Email Us: ability@utrgv.edu Fax: (956) 665 - 3840				

Figure 7: Online Student Application – Uploading Relevant Documents

- 2. If you encounter any issues while uploading your documents to mySAS, please email SAS at <u>abilitydocs@utrgv.edu</u> 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 <u>and</u> 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 <u>abilitydocs@utrgv.edu</u> 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 <u>ability@utrgv.edu</u>
- For questions regarding testing: Email <u>sastesting@utrgv.edu</u>