

If you submitted your initial application (intake) *without* submitting documentation, please follow these steps to submit documentation to complete your request.

1. Log into mySAS.
2. Go to “Home” (in the left column) and click on “Additional Documentation.”

The screenshot shows the 'My Dashboard' overview page. The header includes the university logo and a navigation bar with 'My Dashboard' selected. Below the header, there's a breadcrumb trail: Home >> My Dashboard >> Overview. The main content area is titled 'OVERVIEW' and features a red 'Login as User Feature' button and a 'Back to My Profile' button. A left sidebar contains a 'Home' section with a dropdown menu where 'Additional Documentation' is highlighted. Below this is a 'My Accommodations' section with a dropdown menu. The main content area contains an 'IMPORTANT MESSAGE(S)' box with a warning icon, stating: 'Please read the following message(s) regarding your account: Your To Do List: No Accommodation Requests Found. You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.' Below this is a 'Need Help?' section with a red header and text: 'If you do not see your courses listed below, it may be because SAS's system has not yet uploaded your classes from the school system. Please wait up to 48 hours for the system to be updated. If you need immediate assistance, please contact our office or come into the office.'

3. Click on “Submit Additional Accommodation Request Form.”

The screenshot shows the 'My Dashboard' 'Additional Documentation' page. The header includes the university logo and a navigation bar with 'My Dashboard' selected. Below the header, there's a breadcrumb trail: Home >> My Dashboard >> Additional Documentation. The main content area is titled 'ADDITIONAL DOCUMENTATION' and features a 'List' button and a 'New Application' button. A red 'Login as User Feature' button and a 'Back to My Profile' button are also present. A left sidebar contains a 'Home' section with a dropdown menu where 'Additional Documentation' is highlighted. Below this is a 'My Accommodations' section with a dropdown menu. The main content area contains a 'Submit Additional Accommodation Request Form' button. Below this is a 'List of Application(s) Submitted:' section with two entries: 'Application Submitted on Monday, May 06, 2019 at 02:38:25 PM (Status: 1 - Processing). Action: View Application' and 'Application Submitted on Monday, May 06, 2019 at 02:37:44 PM (Status: 1 - Processing). Action: View Application'. At the bottom, there is a link for 'Any questions or concerns?'.

(continued)

4. Under “Additional Documentation: Information,” select the semester from the drop-down menu.

The University of Texas  
Rio Grande Valley

My Dashboard

Home >> My Dashboard >> Additional Documentation

Login as User Feature

Back to My Profile

Home

- > My Dashboard
- > My Profile
- > Equipment Checked Out
- > Additional Documentation
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Formats
- > Notetaking Services

ADDITIONAL DOCUMENTATION

List New Application

Information

Start Term\*: **Select One**

Note: Select term where you would like your new accommodation to start.

Questions

1. Describe the reason for submitting additional Documentation\*

Submit Application

5. Under “Questions: Describe the reason for submitting additional Documentation,” enter a reason (i.e. “I did not submit documentation with application,” “I am providing more than one document to support my request,” etc.).
6. Click “Submit Application.”

The University of Texas  
Rio Grande Valley

My Dashboard

Home >> My Dashboard >> Additional Documentation

Login as User Feature

Back to My Profile

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Questions

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Submit Application

7. On the next screen, scroll down to “Upload Instruction” and read this section.

**My Dashboard**

Home >> My Dashboard >> **ADDITIONAL DOCUMENTATION** List New Application

**Login as User Feature**

[Back to My Profile](#)

**Home**

- > My Dashboard
- > My Profile
- > Equipment Checked Out
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**My Accommodations**

- > My Eligibility
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Any questions or concerns? Use the following contact information:

**Primary Advisor**  
Name: **Reynaldo Reyes**  
Phone: (956) 665 - 7282  
[Send Email](#)

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

**ADDITIONAL DOCUMENTATION**

**APPLICATION SUBMITTED**

You've successfully submitted your request. If you do not receive an email confirmation, please first check your junk/spam folder and then contact our office.

[Back to List of Applications](#)

**Information**

Application Term: **2019 - Spring**  
Start Term: **2019 - Summer I**  
Application Status: **1 - Processing**  
First Submitted: **Monday, May 06, 2019 at 02:56:28 PM**  
Last Updated: **Monday, May 06, 2019 at 02:56:28 PM**

**FILE UPLOAD**

**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**

File Title\*:

Select File:  [Browse...](#)

- Next, under "File Information," enter a title for the document in "File Title."
- Click "Browse" to locate your file and attach your document by clicking "Upload."
- If your file was successfully uploaded, you will see this screen:

**My Dashboard**

Home >> My Dashboard >> **ADDITIONAL DOCUMENTATION** List New Application

**Login as User Feature**

[Back to My Profile](#)

**Home**

- > My Dashboard
- > My Profile
- > Equipment Checked Out
- > Additional Documentation
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**My Accommodations**

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**ADDITIONAL DOCUMENTATION**

**FILE WAS SUCCESSFULLY UPLOADED**

The file was successfully uploaded. You will receive a confirmation email. If you need to upload another file, please use the file upload feature again.

[Back to List of Applications](#)

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**File Information**

File Title\*:

Select File:  [Browse...](#)

- If you need to attach additional documentation, scroll to the bottom of the screen to "File Information" and repeat steps #8 - #9.