

How to use the Accessibility Services Student Web Portal to: **REQUEST COURSE-SPECIFIC ACCOMMODATIONS FOR A COURSE** and

Send an Accommodation Letter to each instructor each term.

STEP 1

Using an internet browser, go to [the student web portal](#).

STEP 2

Select “Request Accommodations or View Current Accommodation Letters” from the main menu.



The screenshot shows the top of the web portal. On the left is the University of Winnipeg crest and logo. Below it is a blue navigation bar with a "Main menu" link. The main heading reads "Welcome to the Accessibility Services Student Web Portal". Below this is a paragraph: "Please select an option from the menu below to either schedule an accommodated test/exam, view the accommodation letters you have sent, or request accommodations for an upcoming/new course:". There are two menu items: "1. Request Accommodations or View Current Accommodation Letters" (with a calendar icon) and "2. Schedule a Test/Exam or View Current Bookings" (with a book icon). A blue box highlights the first menu item, and a blue arrow points from a blue square containing the number "2" to this box.

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[Main menu](#)

Welcome to the Accessibility Services Student Web Portal

Please select an option from the menu below to either schedule an accommodated test/exam, view the accommodation letters you have sent, or request accommodations for an upcoming/new course:

 [1. Request Accommodations or View Current Accommodation Letters](#)

 [2. Schedule a Test/Exam or View Current Bookings](#)

The University of Winnipeg - Accessibility Services
515 Portage Ave. Room 1M35, Winnipeg, MB R3B 2E9 - (204) 786-9771 - accessibility@uwinnipeg.ca

STEP 3

You will be directed to the “Request for Accommodations” Help page. Please read this information before submitting your request(s). The “FAQ” link will also take you to a list of detailed instructions.

STEP 4

Follow the link in the instructions or select “Accommodations” from the toolbar at the top of the page.

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[Main menu](#)

Accommodations FAQ Submit a comment Help

Request for Accommodations [Help](#)

You can request course-specific accommodations using the tools in this section. Once a request is submitted, it will be automatically approved if you do not require any changes to your accommodations. If you do require changes, your Accessibility Advisor will be notified to begin the process to update your accommodations:

What to do: If your condition changes and this affects your accommodations, you will need to schedule a check-in appointment with one of our Accessibility Advisors to discuss these changes.

When: As soon as you know a change is needed. The addition of accommodations may need extra medical documentation from you before they can be provided. Some accommodations will also need more advance notice for our office to put them into place. Please keep this in mind, for example, if you need changes to exam accommodations in time for an upcoming test/exam.

Once a request has been approved your instructor will receive an e-mail with instructions on how to access your accommodation letter by logging into the instructor portion of this website. You are able to access your own accommodation letter on this website at any time once your request has been approved.

If you have any questions or require assistance, please contact your Accessibility Advisor. Click [here or select the 'Accommodations' button](#) in the main menu above in order to get started.

STEP 5

You will be directed to a sign-in page where you will need your UW email and password.

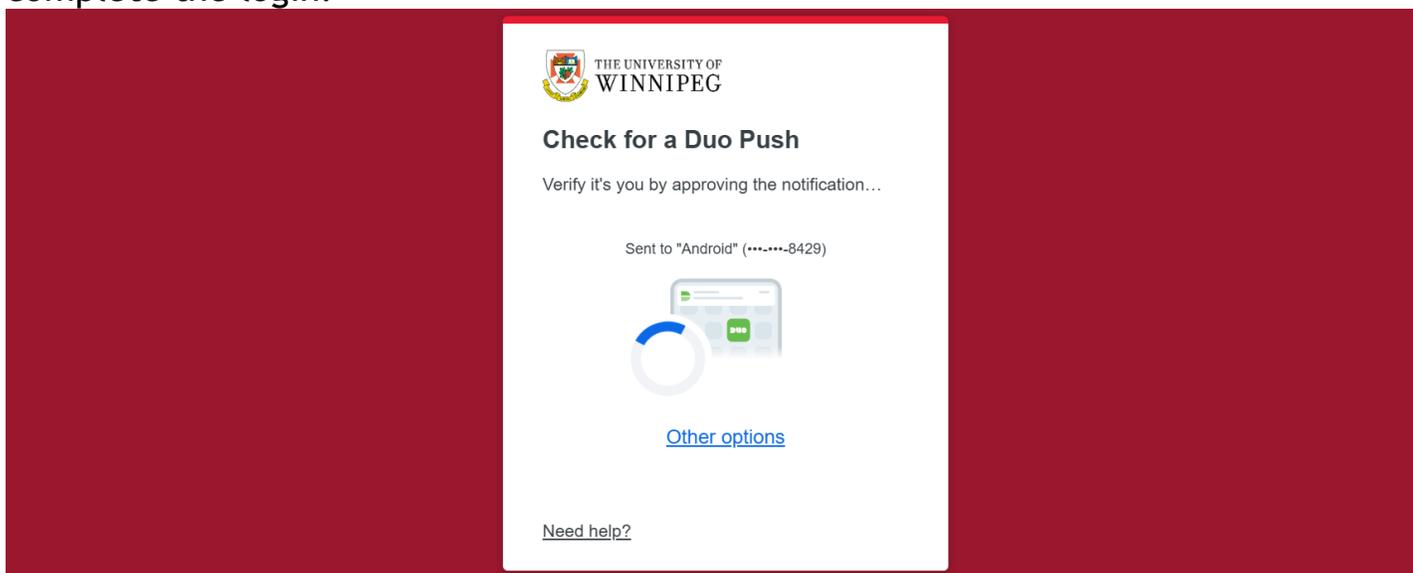
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Single Sign-On

Email Address

[Next](#)

You will be required to use Duo to log in. Check your phone for the prompt to complete the login.



STEP 6

You will be taken to the Accommodations page, where you can select from the University of Winnipeg or PACE courses that you are registered in for the current term. You may select a different term in the drop-down menu, then the “Refresh” button in the upper right.

Select the “Request” button to create an Accommodation Letter for the course listed next to it.

Accommodations FAQ Submit a comment Help

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Fall Session 2018 Refresh

| Course | Status | Request | Letter |
|---|---|--|--------|
| Intro to Clockwork Web: Demo 0000 Section 000 | Waiting for student to request Please click the 'Request' button to the right in order to complete the request process. | <input type="button" value="Request"/> | |
| Intro to Clockwork Web 0001 Section 000 | Waiting for student to request Please click the 'Request' button to the right in order to complete the request process. | <input type="button" value="Request"/> | |

A blue box with the number 6 and an arrow points to the "Request" button in the second row of the table.

STEP 7

Use the checklist to select just the specific classroom AND test-related accommodations you may need for this course.

Only your classroom-related accommodations get exported to your Accommodation Letter for your instructor. If you have any exam-related accommodations, the ones you select here will be the ones you can later choose from if you need to submit any test/exam booking requests for that course.

The screenshot shows a web form for requesting accommodations. It is divided into several sections:

- Your accommodations:** A box containing two checked checkboxes: "Classroom Accommodations: Other classroom accommodations" and "Other Test Accommodations_1: Other test accommodations". Below these are links for "check all" and "check none". A blue callout box with the number 7 points to this section.
- Courses to request:** A list of courses with checkboxes. The first two are unchecked, and the third is checked: "Intro to Clockwork Web 0001 section 000". Below this list are "check all" and "check none" links. A blue callout box with the number 8 points to the checked course.
- Please indicate if your accommodations require any changes:** A section with three radio button options: "My accommodation(s) are correct the way they are", "I need additional accommodations", and "I need to change or remove an accommodation". A blue callout box with the number 9 points to this section.
- Optional note:** A text input field.
- Terms:** A scrollable area containing a paragraph of text about cookies and services. Below the text is a checkbox labeled "I agree to the terms outlined above". A blue callout box with the number 10 points to this checkbox.
- Submit and Cancel:** Two buttons at the bottom right of the form.

STEP 8

If you have multiple courses this term, you may want to click “check all” under “Courses to request” if your classroom and test accommodations will be the same for all your courses this term. If your accommodations needs will differ depending on the course, then check off just the specific course(s) that you want the checked off accommodations (that you selected in **Step 7**) to apply to.

STEP 9

Use the circular “radio” buttons to let us know if the accommodations in the checklist above are correct or if your needs have changed since you last took courses. You may then use the “Optional note” text field to provide your Accessibility Advisor with any details/further information, if needed.

Your accommodations:

- Classroom Accommodations: Other classroom accommodations
 - Other Test Accommodations_1: Other test accommodations
- [check all](#) [check none](#)

Courses to request:

- Intro to Clockwork Web: Demo 0000 section 000
Jamie Ducusin j.ducusin@uwinnipeg.ca
 - Intro to Clockwork Web 0001 section 000
Testy McTesterson j.ducusin@uwinnipeg.ca
 - Intro to Proctoring 0002 section 000
Jamie Ducusin j.ducusin@uwinnipeg.ca
 - Elf Language Code section 101
Jamie Ducusin j.ducusin@uwinnipeg.ca
- [check all](#) [check none](#)

Please indicate if your accommodations require any changes:

- My accommodation(s) are correct the way they are
- I need additional accommodations
- I need to change or remove an accommodation

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Optional note:

If your accommodations are correct as they are:

- You will be able to use the Online Test booking module of the web portal immediately (and the test accommodations you selected above will be available there)
- Your Accommodation Letter(s) (containing just the classroom accommodations selected above) will be available for your instructor to download on the AS faculty web portal

If your accommodations have changed (or those listed above are either incorrect, or your medical documentation has expired since you last used AS services), you may need to provide AS with updated medical documentation before your Accommodations Letter is approved. You will be unable to use the Online Test Booking module of the student web portal (your courses will not be available to select from) and any new accommodations will not be listed here until your updated accommodations have been approved by your Accessibility Advisor.

STEP 10

Use the checkbox to agree to the privacy-related Terms of using the web portal AND click the “Submit” button to finish (or click “Cancel” to go back to the main “Request Accommodations” page if you’re not yet ready to submit the request).



Your Accessibility Advisor will review your request, and if you specified that changes are needed to your accommodations, will contact you regarding the next steps or to let you know once it has been approved. [Please make sure AS has your current e-mail address.](#)

If you are:

a) An Undergraduate/Graduate/Theology student:

AS will send your instructor a link to their web portal to log in and view your letter.

b) A PACE student:

You will need to download a PDF copy of the letter to e-mail directly to your PACE instructor (and [cc: a designated PACE advisor](#)).

You may also view the status of any past Accommodations Letter requests under: “Main menu”, “Request Accommodations or View Current Accommodation Letters”, “Accommodations”