1 - ACCESS Connect Student Manual

1.01 - ACCESS Center Registration

1.01.01 - Complete Online Registration Form

1. Begin by going to The ACCESS Center website at https://www.uwgb.edu/sas.
   - If you are unable to remember the website address later, you can always search "Student Accessibility Services" on the main UWGB website and it will be within the first couple of links.
2. Click the "New Student Portal" button in the middle of the page.

3. Click the blue link on the right side of the page below the text that says "New Student?"

4. Step 1: Fill in Application ○ Fill in all Personal Information

   - Expected graduation term is just your best guess, not critical.

   - Preferred Name - if you go by a nickname, please include this.

   - Student ID – Enter your 9-digit UWGB student ID number.

   ○ Contact Information

   - Email Address – Please use your UWGB email address.

   ○ Local Address

   - If you do not know your residence hall assignment, please use your permanent address, you can change this later.

   ○ Additional information

   - Primary Disability- Select one primary disability from the dropdown list.

   - Secondary Disability(ies) - You may select any additional disabilities with the check boxes.

   ○ Questions

   - Please complete each of the questions. If you do not have an answer for one of the questions please fill with N/A. The application will not process if you do not put something into every box.

   ○ Captcha - Enter the text from the picture to prove that you are a real person.

   ○ Click the "Submit Application" button.

5. Step 2: Submit Documentation ○ If you have documentation to upload, enter a title for the document, browse to find it on your computer, and click on "Upload Documentation"

   ○ If you do not have documentation to upload right now, click on "Upload Documentation Later" and either email, fax, or drop off your documentation at The ACCESS Center as soon as you are able.

1.01.02 - Next Steps

1. After your registration and documentation are submitted, you will be assigned a Student Accessibility Services Advisor and receive an email informing you who that person is. This may take up to a week depending on how busy the office is.

2. After receiving notification of who your advisor is, please call Student Accessibility Services, (920) 465-2841, and schedule a welcome appointment to meet with your advisor and discuss your accommodation needs.

3. Login to ACCESS, this can only be done once you receive notification that an advisor has been assigned.

   ○ Go to Student Accessibility Services homepage, https://www.uwgb.edu/sas. ○ Click on the "Student Portal" button.

   ○ Sign in using your UWGB username and password.

4. Electronically sign the Student E-Forms (See section 1.02).

5. Complete Information Releases for Faculty/Instructors and any other individuals you would like us to share information with (See section 1.03).

1.02 - Student E-Forms

Students are required to periodically, electronically sign e-forms acknowledging that they agree to comply with Student Accessibility Services policies. There are currently three e-forms, which are required for all students. There may be additional e-forms for other accommodations, such as alternate textbooks.

1.02.01 - Code of Conduct and Electronic Monitoring Notification

I understand that students using services provided by Student Accessibility Services are expected to abide by all UWGB Code of Conduct policies, https://www.uwgb.edu/dean-of-students/student-conduct/non-academic.asp]. Any disruptive behavior will be handled in accordance with the UWGB Code of Conduct.

Cameras are installed in the testing center and private testing spaces. Computer monitoring software is in place on all office workstations.

1.02.02 - Grievance Procedure

The University of Wisconsin-Green Bay is committed to providing equal educational opportunities for all students. Students who have disabilities are offered a variety of services to ensure that both facilities and programs on campus are accessible.

While Student Accessibility Services attempts to work with every student to provide reasonable accommodations that can be mutually agreed upon by the student and DS, there may be times when a student does not receive their requested accommodation and disagrees with this decision. In this case, the student may request that the Director of Student Accessibility Services review their case and make a determination on the accommodation request.

I understand that if I am not satisfied with the decision of the Director of Student Accessibility Services, I may appeal my case to the Student ADA Coordinator for campus, Theresa Mullen by calling (920) 465-2049.

1.02.03 - Information Releases

Information Release Consents (under My Accommodations on the left) will be updated periodically. An active release for Faculty/Instructors is required in order for my Student Accessibility Services advisor to notify instructors of my requested accommodations. If a release expires, Student Accessibility Services is not able to notify my faculty and staff of any accommodations including testing services, alternative format, notetaking services, etc.

I understand that I must check the expiration date on my releases and ensure that any that are set to expire within the current semester are resubmitted to ensure continued services.

1.02.04 - End User Agreement -Alternative Format

End User Agreement for the University of Wisconsin-Green Bay, Student Accessibility Services electronic text file

You, a student of the University of Wisconsin-Green Bay, and the Publishing Company incur certain benefits, rights, and obligations to each other when you view and use the materials the Alternative Format electronic file contains. If you do not accept the terms of this End User Agreement, you should not view or use this material.

Your Rights: You enjoy non-exclusive rights to download the enclosed materials from the university's password protected site onto a single computer, and to use the files in conjunction with any application of your choice designed to facilitate one of the following uses:

- print the text files in enlarged format for your personal use

- translate the text files into Braille, then emboss them for your personal use

- use the text files in conjunction with speech software to listen to the text as it is read or as you view it on your computer.

- make an audio copy of the synthesized text as it is read for your personal use There are limitations on your rights:

- You or the University must have already purchased a printed copy of the textbook.

- In order to receive this file, you must be enrolled in a class where the textbook has been adopted.

- You acknowledge that you do not own this electronic text. You also acknowledge that the text is furnished "AS IS," and contains copyrighted and/or proprietary and confidential information of course technology and its licensors.

- You may not revise, convert, disassemble, or otherwise modify the text files.

- You may not sell, license, rent, loan, or otherwise distribute or network the text files.

- You must delete all downloaded files from any format you have created, after the semester in which this agreement was signed has ended.

The text files are provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subdivision (c) (1) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 25.277.7013 for DoD contracts, paragraphs (c) (1) and (2) of the Commercial Computer Software-Restricted Rights clause in the FAR (48 CFR 52.227-19) for civilian agencies, or in other comparable agency clauses.

Limited Warranty

Except as specifically provided above, the Publishing Company and the Student Accessibility Services office make no warranty or representation, either expressed or implied, with respect to the file, including its quality or performance for a particular purpose. The product is not a substitute for human judgment. Because the software is inherently complex and may not be completely free of errors, you are advised to validate your work.

In no event will The Publishing Company or the Student Accessibility Services be liable for direct, indirect, special, incidental, or consequential damages arising out of the use or inability to use the downloaded file correctly.

Agreement

This end user agreement is between you, the student, and the Student Accessibility Services office and your rights and limited rights shall be enforced under Student Accessibility Services policy and procedure.

The student is responsible for their alternative media security for as long as they are using it as an accommodation.

Be sure to read this end user agreement carefully, and electronically sign it. With your signature and by downloading text files, you indicate you have read, understood, and accepted the terms of this agreement.
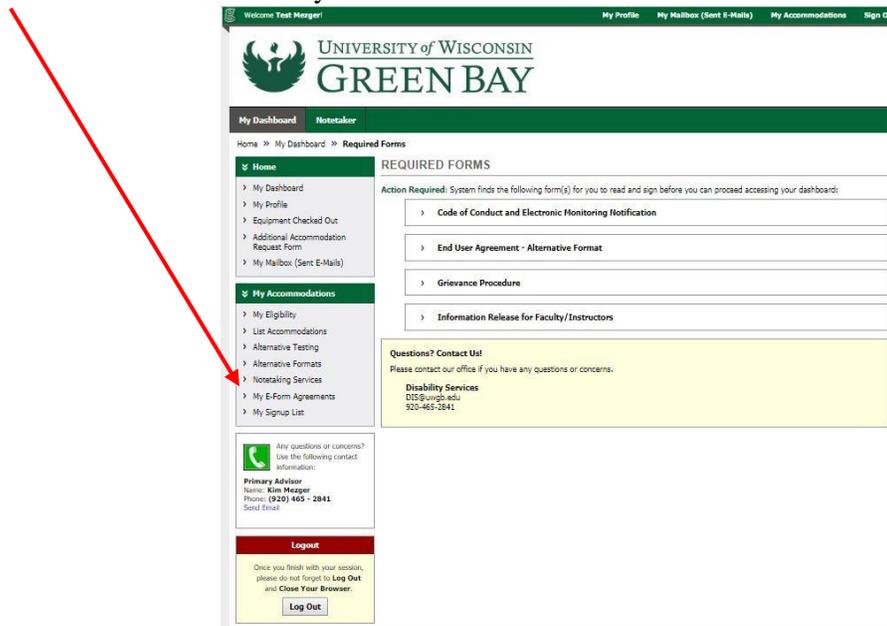
1.03 - Information Release Consents

Students must have a current Information Release Consent for Faculty/Instructors active in their profile in order for Student Accessibility Services to notify Instructors of accommodation requests.

1.03.01 - Faculty/Instructors 1.

Login to ACCESS.

2.   At the top of the page click on the "My Dashboard" link.

3.   On the left side choose "My E-Forms".

4.   Click on "Information Release for Faculty/Instructors. ○ Currently there are four e-forms, three of which are required for all students and the last for Alternate Textbooks. Read all of the agreements and if you consent, electronically sign the bottom of the page.

5.   Click "Submit Form".

6.   **Students are required to electronically sign the E-Forms every year.**

7.   This will allow Student Accessibility Services staff to communicate with all of your current semester instructors without you having to complete a separate release for each.

1.04 -Accommodations

1.04.01 - Requesting Accommodations

1. Login to ACCESS (www.uwgb.edu/ds).
2. Click on "My Accommodations" in the top right corner of the page.
3. All of your classes should be listed in the box labeled "Step 1: Select Class(es)." o If your classes are not listed, please contact Student Accessibility Services so that we can help to troubleshoot your account.
   - Check the boxes next to the classes that you would like to request accommodations. You can always come back and request accommodations for additional classes.
   - Click on the button labeled "Step 2- Continue to Customize Your Accommodations."
4. You will now see a page with details for each of the classes that you selected for requesting accommodations.
   - **DO NOT** mark the check box in the yellow box for a class with the "Wrong CRN"

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

   o

   Please select the check boxes next to the accommodations that you would like to request for each class.
   - You do not need to request all accommodations in every class. For example, you may determine that in a course that is primarily discussion based you do not need notetaking, but do want to use testing accommodations.
   - Once you have requested the appropriate accommodations for each class, please click on the button labeled "Submit Your Accommodation Requests."

1.04.02 - Modifying Accommodation Requests

1. Scroll down your dashboard page until you see the accommodation requests that you have submitted.
2. In the gray bar that includes the class number and title, there is a link on the right side that says "Modify Request." Click on it.
3. Add or remove accommodations as needed from the list, and then click on the "Update Request" button.

1.05 - Testing Contracts and Scheduling Exams

1.05.01 - How to Submit a Testing Contract

Testing contracts must be completed with your instructor. Notification of all responses on the contract will be sent to your instructor immediately upon submission for their approval.

1. Sign into ACCESS using your UWGB username and password at https://uwgb.edu/ds, choose either the New Student or Returning Student Portal.
2. Under "My Accommodations" in the menu on the left, click on "Alternative Testing."
3. Click on "Submit Alternative Testing Contract" in the upper right hand corner of the screen. o In Step 1, select your class from the drop down menu.
   - In Step 2, lick on the Alternative Testing Contract for the appropriate semester if more than one option is available.

- o Click on the "Step 3 - Continue to Fill Contract" button.
4. Complete the testing contract.
    - o Answer the 6 questions discussing with your instructor. If an option says "Specify Below", you must enter something in the text box. The contract will not go through if you do not enter a response.
        - • Question 3 is very important in case you have any questions during the exam so that we have a way to contact your instructor.
        - • Question 4 is important to discuss with your professor. Students are only allowed to schedule exams at the same time as their class meets, unless you have written permission from the instructor to schedule at a different time. If you know that you have a time conflict due to class scheduling, the testing contract can serve as that written permission so you do not have to get a note from your instructor every time you want to schedule an exam.
    - o In the Exam Type(s) box, please enter the amount of time that will be given for the rest of the class to take the exam. Your extended time accommodation will be calculated from this time.
    - o In the "Additional Information" box, it is preferred that a phone number for the instructor is provided, in case there are any questions.
    - o Please carefully read the "Term(s) and Condition(s)" and check the box next to each statement indicating your agreement.
    - o Click the "Submit Alternative Testing" button.
    - o After submitting the contract, a message will appear at the top of the screen, next to a big green check mark that says, "System Update is Successful". If there was a problem, you will see a red triangle and a list of problems. After the issues are resolved, resubmit the agreement.
5. When you submit the contract, your instructor will be emailed the answers you have submitted on the testing contract. Please remind them to be looking for the email from our office and to approve the testing contract. You will not be able to schedule any exams for your class until the testing contract has been approved.

1.05.02 - How to Schedule an Exam

1. Sign into ACCESS using your UWGB username and password at https://uwgb.edu/ds.
2. Under "My Accommodations" in the menu on the left, click on "Alternative Testing".
3. In the box at the top of the page labeled "Alternative Testing Contracts," select the class from the drop down menu and click on the "Schedule an Exam" button.
4. *Please read the Terms and Conditions of Scheduling Exam.* By submitting your exam schedule, you will have agreed to the terms and conditions.
5. Note the "Class Schedule(s) and Location(s)." Please schedule your exam on the same day and time, as the class will be taking it unless, you have arranged with your instructor when filling out the testing contract to take exams at a different time due to a time conflict.
6. Complete the "Exam Detail" section.

o Request Type - Select the type of exam you are scheduling (exam, final, quiz)

- • You will have to enter a time for the exam into the contract for it to show up in this drop own.

o Enter the date of the exam

- • Select the exam start time, using both drop down menus. The first is the hour and the second is the minutes.
- • Select any accommodations you would like to use from the "Services Requested" box.
- • Add any additional notes that you feel the Student Accessibility Services Office should know.

7. Click on the "Add Exam Request" button.

8. You can schedule exams as far out for the semester as you would like. We suggest that if you know your exam dates, you should schedule them now so you do not forget.

1.06 - Notetaking Services

1.06.01- Confirming the Need for Notetaking

1. Sign into ACCESS using your UWGB username and password at https://www.uwgb.edu/ds.

2. On your dashboard you will see a yellow box titled "Important Message(s)."

   o On "Your To Do List" you will see a list of all things that need to be completed in order for your accommodations to go into effect.

   o For each class that you have requested Notetaking in you will see that you must confirm your need for Notetaking Services.

3. Under "My Accommodations" in the menu on the left, click on "Notetaking Services." ○ You will now see a list of all classes with notetaking services requested.

   ○ If you still feel that you need notetaking, please click on the "Confirm Now" link.

1.06.02 - Getting Your Notes

1. You will receive an email when notes have been uploaded to ACCESS.

2. Log into ACCESS using your UWGB username and password at https://www.uwgb.edu/ds. ○ Choose Notetaking Services on the left menu ○ You will see a gray box that says "Available Note(s) for Download (Click to Expand)." ○ Click on the box and you will see a list of all notes that can be downloaded for that class.

   • Click on the Red Arrow to download the notes.