Directions to request accommodations in GB ACCESS

(New Students)

- Go to our website or search for Student Accessibility Services from the main UWGB webpage
- Click on the Applying for Academic Accommodations on the left side of the page and then click on How to Apply.

  Click the Apply Now button.

- Fill out ALL of the boxes below (personal info, primary disability, etc.)
  - Contact information
  - Student ID number (Make sure it is the last 9 digits on your student ID).
  - Email address – Please use your UWGB email address.
  - Local address - If you do not know your residence hall assignment yet or have not found local housing, use your permanent address, which can be changed in the future.
  - Primary disability – Select one primary disability from the dropdown list.
  - Secondary disability - Select any additional disabilities.
  - 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 it is not complete.
- Submit application and upload documentation to GB ACCESS. If the documentation is large, please email it to sas@uwgb.edu, fax 920-465-2191, or bring it to our office in Student Services Bldg., room 1700.
- Once the application and documentation have been processed, you will receive an email to your UWGB email to arrange an intake meeting with an advisor.