Directions to request accommodations in GB ACCESS

(New Students)

- Go to GB ACCESS or search for Disability Services from the main UWGB webpage
- Click on the ACADEMIC ACCOMMODATION APPLICATION button



• Click the link "New Student" link.



• Follow steps on the top of the screen

ONLINE STUDENT APPLICATION



- Fill out ALL of the boxes below (personal info, primary disability, etc.)
 - Contact information
 - o Email address Please use your UWGB email address.
 - o 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.
 - o Primary disability Select one primary disability from the dropdown list.
 - o 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 <u>dis@uwgb.edu</u>, 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.