Directions to request accommodations in GB ACCESS

(Returning Students)

- Go to GB ACCESS or click Directory on top right corner of the UWGB Home page and search for Disability Services
- Click on “Student & Notetaker” portal button

- Sign in using your UWGB credentials (with the @uwgb.edu)
- Click on My Accommodations on top right corner of screen

- Follow the steps listed.
  - Step 1: check off the boxes of the courses you need accommodations.
  - Step 2: click the continue to customize your accommodations button
  - Step 3: select your accommodations from the list provided
  - Step 4: Submit your request
Once you submit your request, and the office approves the accommodation, you will receive a copy of the Faculty Notification Letter (the new accommodation form) in your UWGB email and the instructor of the course.