

Requesting Accommodations

1. Log in to [MyAccess](#) using the quick link on our homepage. You will be asked to enter your myWSU Network ID and password.

You must log in to continue

Network ID or Friend ID:

Password:

Continue

2. After logging in, you will be directed to your MyAccess Dashboard. If you need to resolve any items, you will see Your **To-Do List** with next steps and important notes.

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- Your access to request accommodation will **EXPIRE** on **Monday, August 22, 2016**.
- **Your To Do List:**
 - No Accommodation Requests Found**

You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.

If you have any questions, please contact our office.

Access Center
217 Washington Building
Pullman, WA 99164
Phone: (509) 335-3417(Voice)
Email: access.center@wsu.edu

3. Under Step 1, select your class(es). Select the classes for which you are requesting accommodations. The following information will be listed: term, year, course number, section, title, and Course Registration Number (CRN). Make sure this information is correct before moving on.

Step 1: Select Class(es)

- Fall 2016** - CRM_J 330.01 - CRIME CONTROL POLICIES (CRN: 3955)
- Fall 2016** - CRM_J 380.02 - CRIMINAL COURTS IN AMERICA (CRN: 5411)
- Fall 2016** - POL_S 300.02 - THE AMERICAN CONSTITUTION (CRN: 2707)
- Fall 2016** - PSYCH 321.01 - INTRODUCTION TO PERSONALITY (CRN: 2430)
- Summer 2016** - POL_S 381.P01 - CRIME & JUSTICE IN THE MOVIES (CRN: 3037)
- Summer 2016** - POL_S 381.P01L - CRIME & JUSTICE IN THE MOVIES (CRN: 3043)
- Summer 2016** - PSYCH 230.G01 - HUMAN SEXUALITY (CRN: 6617)

NOTE: Courses may take up to 48 hours to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below 48 hours after registering, please contact the Access Center.

4. Next, click on the button that reads, **Continue to Customize Your Accommodations.**

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Access Center.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Fall 2016 - CRM_J 330.01 - CRIME CONTROL POLICIES (CRN: 3955)
- Fall 2016 - CRM_J 380.02 - CRIMINAL COURTS IN AMERICA (CRN: 5411)
- Fall 2016 - POL_S 300.02 - THE AMERICAN CONSTITUTION (CRN: 2707)
- Fall 2016 - PSYCH 321.01 - INTRODUCTION TO PERSONALITY (CRN: 2430)
- Summer 2016 - POL_S 381.P01 - CRIME & JUSTICE IN THE MOVIES (CRN: 3037)
- Summer 2016 - POL_S 381.P01L - CRIME & JUSTICE IN THE MOVIES (CRN: 3043)
- Summer 2016 - PSYCH 230.G01 - HUMAN SEXUALITY (CRN: 6617)

Agreement to request accommodation.

Step 2 - Continue to Customize Your Accommodations

5. You will be redirected to a page that reads **Final Step: Select Accommodations for Each Class.** Select the accommodations you are requesting for each class.

POL_S 381.P01 - Crime & Justice In The Movies (CRN: 3037)

Instructor(s): **Craig Hemmens**
Days and Time(s): **MTWR at 12:00 PM - 03:00 PM**
Date Range(s): **05/09/2016 - 06/03/2016**
Location(s): **WLSH 13**

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

Select Accommodation(s) for POL_S 381.P01

Access to Lecture Material Alternative Testing Text-to-Speech Software

POL_S 381.P01L - Crime & Justice In The Movies (CRN: 3043)

Instructor(s): **Craig Hemmens**
Days and Time(s): **Not Specified**
Date Range(s): **05/09/2016 - 06/03/2016**
Location(s): **Not Specified**

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

Select Accommodation(s) for POL_S 381.P01L

Access to Lecture Material Alternative Testing Text-to-Speech Software

6. After selecting your accommodations, click on the button titled **Submit Your Accommodation Requests**.

PSYCH 230.G01 - Human Sexuality (CRN: 6617)

Instructor(s): Katherine Virginia Eichner
Days and Time(s): Not Specified
Date Range(s): 05/09/2016 - 07/29/2016
Location(s): Not Specified

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

Select Accommodation(s) for PSYCH 230.G01

Access to Lecture Material Alternative Testing Text-to-Speech Software

Submit Your Accommodation Requests Back to Overview

7. Your screen should read, **“System Update Is Successful: System has successfully processed your request.”**



If you have any questions, you can contact us at (509) 335-3417 or access.center@wsu.edu.