ACCESS Centers

Submitting Documentation, Intake Form, Requesting Accommodations
ACCESS Center Contacts
Prepared January 2022

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If you experience technical difficulties using the system, please email the Help Desk at cohelpeoldesk@ccc.edu.
Student Portal

- Visit www.my.ccc.edu
- Log in using your CCC credentials
- Click on your profile in the lower right hand corner
ACCESS Center Dashboard

- Click on ACCESS Center at the bottom of the list
- This will take you to the ACCESS Center Portal
STOP!

If you have never used ACCESS Center services before, continue to the next slide.

If you are already registered with the ACCESS Center and have used services before, skip to Slide 12 – Requesting Class Accommodations.
ACCESS Center Dashboard

Step 1: Upload Documentation

• In the ACCESS Center Dashboard, you can submit your supporting documentation, fill out your intake form, request class accommodations, view/sign all relevant agreements, and receive your letters of accommodation!

• The first step is uploading documentation.

• Click the button “Click here to Upload Documentation” and proceed to the next slide.
Step 1: Upload Documentation

- Click “Upload New Document”
- Accepted file types are .doc, .gif, .jpeg, .pdf, .png
- Upload all supporting documentation of your disability
  - A letter from your diagnosing physician
  - An audiogram
  - Diagnostic testing results indicating diagnosis of your disability
  - IEP/504 Plan complete with testing battery
  - Etc.
- This information remains confidential and no one outside of the ACCESS Center will have access to your documentation
- If you are unsure if your documentation is appropriate, reach out to the ACCESS Center of your home campus.
- Step 1 continues on the next slide.
Step 1: Upload Documentation

- After you upload all relevant documentation, ACCESS Center Directors will review your submissions.
- In the portal, you can see if your documentation has been accepted or denied.
- If you receive a denial, you will be able to see why your document was denied.
- Reasons for denial could be:
  - Unclear image
  - Unrelated documentation
  - Etc.
- If your document is denied, and you are unsure of the reason, please contact the ACCESS Center at your home campus.

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ACCESS Center Dashboard
Step 2: Fill an Intake Form

• After you submit your supporting documentation, return to the ACCESS Center Dashboard.

• Under Step 2: Fill an Intake Form, click the button “Click here to fill a new Intake Form” and proceed to the next slide.
Step 2: Intake Form

- Complete the Intake Form as thoroughly as you can.
- The information you share helps Directors work with you to determine reasonable accommodations.
- There is a mix of multiple choice and short response questions. Answer every question.
- When you are done, click “submit” in the top right corner.
- The Director of your home campus will contact you to schedule an intake interview after you submit your answers.
Intake Interview

• During your intake, the Director will use your submitted documentation and your Intake Form answers to work with you on establishing your accommodations.

• This is an interactive process, and your input is valuable.

• Come ready to discuss your educational experiences and how your disability has affected your learning outcomes.
ACCESS Center Dashboard
Step 3: Request Class Accommodations

- After you have completed your intake interview and registered for classes, you will be able to request class accommodations.

- Click on the button “Click here to Request Class Accommodations” and proceed to the next slide.
Step 3: Requesting Accommodations

- You can request accommodations for your courses only after you have registered. Meet with your advisor and enroll in your courses before trying to request accommodations.
- Your class schedule will load here in this window.
- Check on your accommodations any time by clicking “View your accommodations”
- For any class that you want to receive accommodations for, toggle the “no” to “yes” and click “Submit Changes.”
Step 3: Requesting Accommodations - LOAs

• After you request your semester accommodations, your ACCESS Center Directors will take the appropriate next steps.
  • If you are taking classes at a campus other than your home campus, and you have never worked with the Director at that campus, they may reach out to determine if you need anything outside of your already approved accommodations.

• Directors will view your request, and after they have review and approved your accommodations for that semester, your Letter of Accommodation will be automatically emailed to you.

• **It is your responsibility to forward that letter to your instructor for that class.**

• If you don’t receive your letter more than three days after submitting your request for accommodations, reach out to the ACCESS Center corresponding to inquire.
ACCESS Center Dashboard
Step 4: Service Agreements

• Service agreements are required for some accommodations.

• These agreements are **NOT** contracts.

• The agreements outline the policies for that accommodation. Not all accommodations come with an agreement, but some examples are:
  • Notetakers, Sign Language Interpreters, MedFlex, Text Conversion, etc.

• After you are approved for accommodations, the necessary agreements will appear on your dashboard.

• Click “Sign” to open the agreement and sign it. You can review these after you sign as well. They will stay on your dashboard.
Questions?

Contact your home campus’ ACCESS Center. More information can be found here: ACCESS Centers

For contact information, see the next slide.
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