

ACCESS Centers

Submitting Documentation, Intake Form, Requesting Accommodations



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ACCESS Center Contacts

Prepared January 2022

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**If you experience technical difficulties using the system,
please email the Help Desk at cohelpdesk@ccc.edu.**



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Student Portal

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

The screenshot shows the 'Student Home' dashboard with several sections:

- Countdown:** A blue box with the number '36' and the text 'Registration is Open. Classes Fill Quickly - Register Now! View Academic Calendar and Registration Dates. There are only 36 days left to register for Spring 2022.'
- Alerts/Tasks/Holds:** A section with a warning icon and a list of items: 'Upload or View COVID Vaccination ID Card', 'Upload or View COVID Test Results', and 'Preregistration Reminder'. It also shows '3 Holds'.
- Announcements:** A large banner with the text 'Students: Keep Learning Virtual Student Services' and a 'Learn More' link. Below the banner is a list of links: 'Register for Winter Classes', 'Fall 2021 U-Pass Opt-In', 'Fall 2021 HEERF Application', and 'CCC's Response to COVID-19'. A 'View More' link is at the bottom right.
- Academic Records:** A section with an icon of a graduation cap and books.
- Manage Classes:** A section with an icon of a person at a computer and the text 'View the classes you have taken.'
- Academic Progress:** A section with a pie chart and the text 'Load your shopping cart or complete preregistration. The Academic Requirements report is not available.'
- Student Finance Account:** A section with an icon of a wallet and a dollar sign, and the text 'An at-a-glance view of where you are in your academic journey. Payment Due'.
- Financial Aid:** A section with an icon of a hand holding a coin and the text 'View student account overview.'
- Quick Access:** A section with an icon of a document and a link and the text 'View your financial aid.'
- Profile:** A section with an icon of a person and a pencil, and the text 'Helpful tools and links.' This section is circled in red.

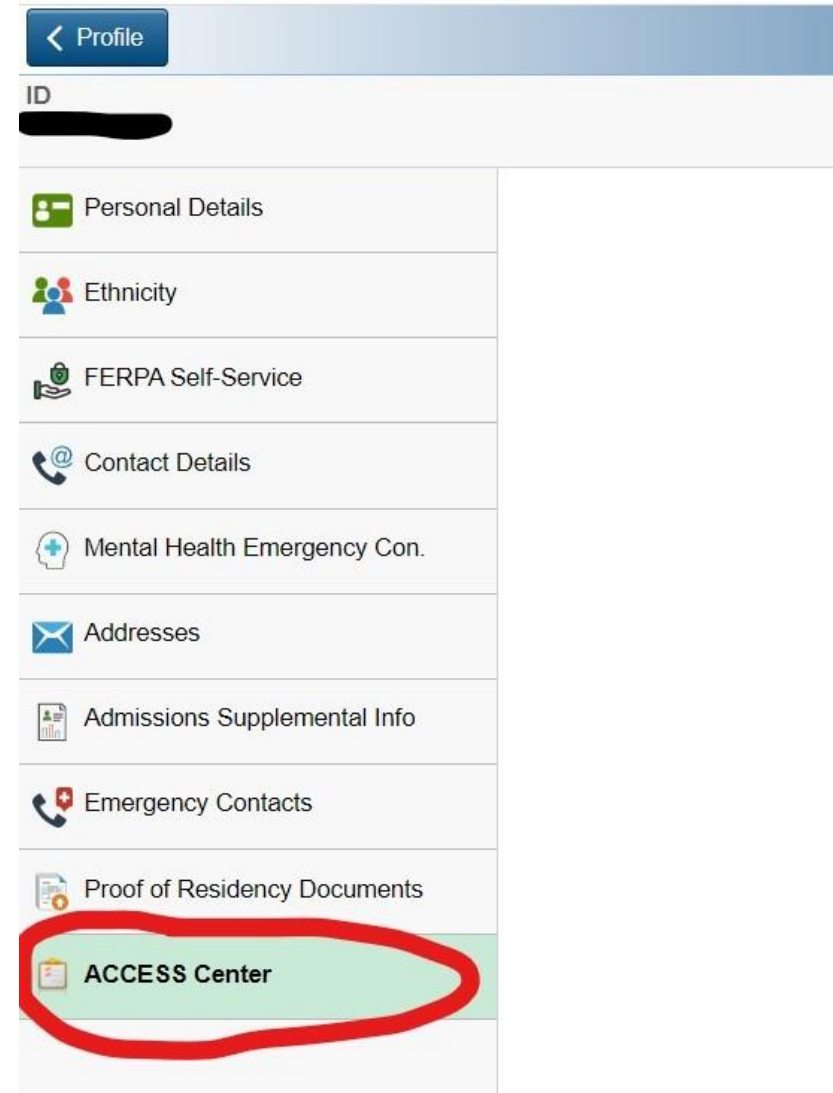


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ACCESS Center Dashboard

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



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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



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ACCESS Center Dashboard

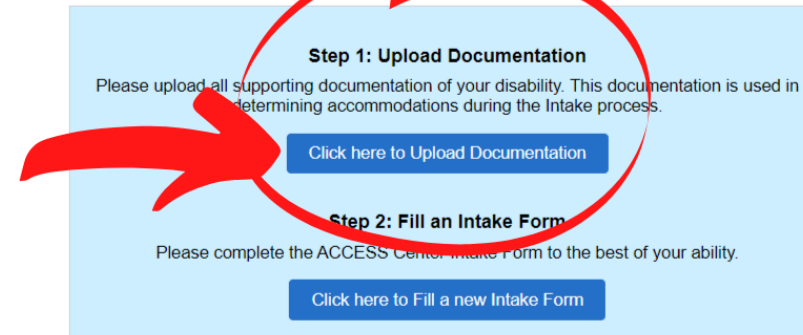
Step 1: Upload Documentation

- 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.

ACCESS Center Dashboard

The ACCESS Center provides coordination and supportive services for students with documented disabilities. The ACCESS Center at each college serves as CCC's point of contact and coordination for students with disabilities. The ACCESS Center provides a wide range of services and assistance to ensure students with disabilities are able to have full access to their education.

If you are a new student and have never used ACCESS Center services or never completed, an Intake form requesting services at City Colleges of Chicago, please follow the following steps:



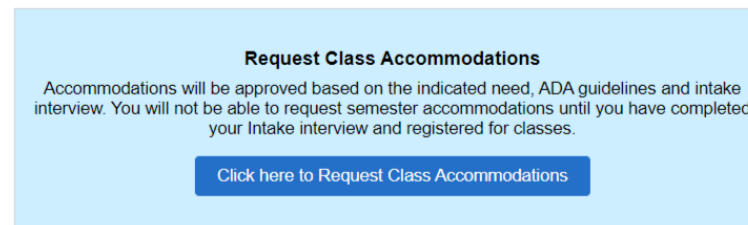
Step 1: Upload Documentation
Please upload all supporting documentation of your disability. This documentation is used in determining accommodations during the Intake process.

[Click here to Upload Documentation](#)

Step 2: Fill an Intake Form
Please complete the ACCESS Center Intake Form to the best of your ability.

[Click here to Fill a new Intake Form](#)

If you have received accommodations from any of the ACCESS Center's (AC)'s at City Colleges of Chicago or if you have completed the above two steps please request your accommodations here:



Request Class Accommodations
Accommodations will be approved based on the indicated need, ADA guidelines and intake interview. You will not be able to request semester accommodations until you have completed your Intake interview and registered for classes.

[Click here to Request Class Accommodations](#)



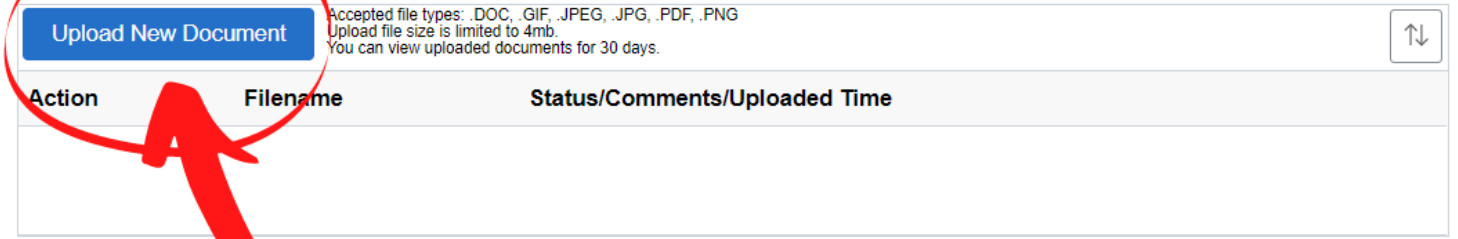
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Step 1: Upload Documentation

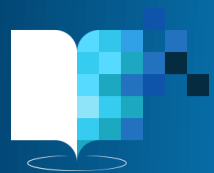
- Click “Upload New Document”
- Accepted file types are .doc, .gif, .jpeg, .pdf, .png
- *Upload all supporting documentation of your disability*
 - *A letter from your diagnosing physician*
 - *An audiogram*
 - *Diagnostic testing results indicating diagnosis of your disability*
 - *IEP/504 Plan complete 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.

Please upload any documentation to prove your request for accommodation. Accommodations will be approved based on the indicated need, ADA guidelines and intake interview.



Accepted file types: .DOC, .GIF, .JPEG, .JPG, .PDF, .PNG
Upload file size is limited to 4mb.
You can view uploaded documents for 30 days.

Action	Filename	Status/Comments/Uploaded Time
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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.

Please upload any documentation to prove your request for accommodation. Accommodations will be approved based on the indicated need, ADA guidelines and intake interview.

Action	Filename	Status	Comments/Upload Time
	Elephant.jpg	Accepted	12/09/2021 11:44AM
 	Plant.jpg	Denied	Blurred 12/09/2021 11:38AM
	Font.png	Accepted	12/09/2021 11:38AM



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.

ACCESS Center Dashboard

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Please upload all supporting documentation of your disability. This documentation is used in determining accommodations during the Intake process.

[Click here to Upload Documentation](#)

Step 2: Fill an Intake Form
Please complete the ACCESS Center Intake Form to the best of your ability.

[Click here to Fill a new Intake Form](#)

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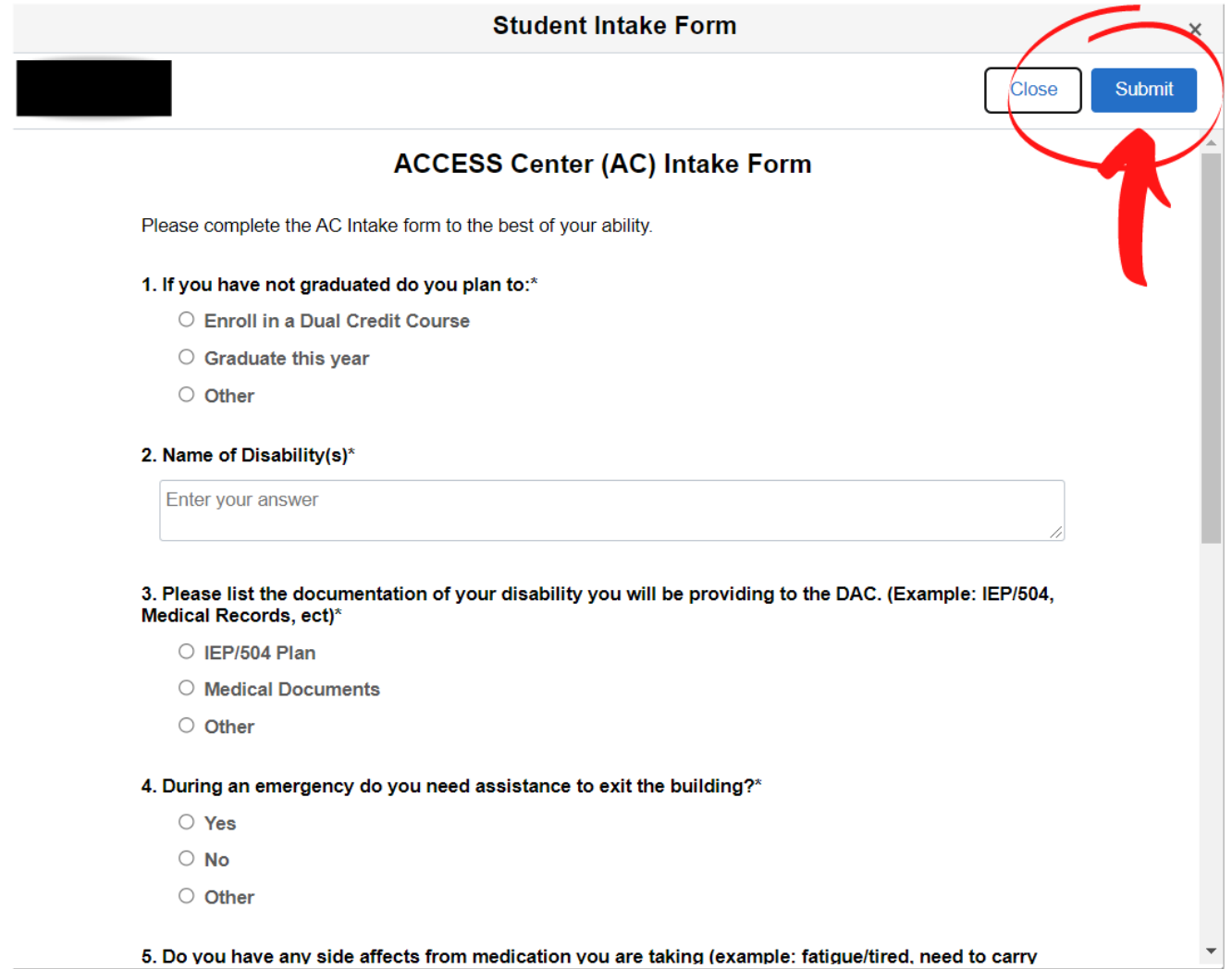


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Step 2: Intake Form

- 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.



Student Intake Form

Close Submit

ACCESS Center (AC) Intake Form

Please complete the AC Intake form to the best of your ability.

1. If you have not graduated do you plan to:*

- Enroll in a Dual Credit Course
- Graduate this year
- Other

2. Name of Disability(s)*

Enter your answer

3. Please list the documentation of your disability you will be providing to the DAC. (Example: IEP/504, Medical Records, ect)*

- IEP/504 Plan
- Medical Documents
- Other

4. During an emergency do you need assistance to exit the building?*

- Yes
- No
- Other

5. Do you have any side affects from medication you are taking (example: fatigue/tired, need to carry



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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.



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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.

ACCESS Center Dashboard

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[Click here to Upload Documentation](#)

Step 2: Fill an Intake Form

Please complete the ACCESS Center Intake Form to the best of your ability.

[Click here to Fill a new Intake Form](#)

If you have received accommodations from any of the ACCESS Center's (AC)'s at City Colleges of Chicago or if you have completed the above two steps please request your accommodations here:

Request Class Accommodations

Accommodations will be approved based on the indicated need, ADA guidelines and intake interview. You will not be able to request semester accommodations until you have completed your Intake interview and registered for classes.

[Click here to Request Class Accommodations](#)



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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.”

Class Accommodation Request

Empl ID [REDACTED] Close

If you are a returning student your accommodations will remain the same from previous semesters unless updated documentation is provided. If your accommodations need to be updated please make an appointment to meet with the DAC Director.

The Disability Access Center will look up your schedule and create accommodation letters accordingly. You must inform us immediately if there are any changes in your schedules, such as change in room number, class time or if you withdraw from a class. If you have any questions, please contact the Disability Access Center.

I understand that instructors are not responsible for providing accommodations until they are informed about my accommodation needs. It is the student's responsibility to provide the instructor with a copy of the accommodation letter.

Letters will not be sent to students until the week before classes begin.

Select/Change Term: Fall 2021 Submit Changes View your Fall 2021 Accommodations

Campus	Class Nbr/Description/Type	Instructor	Request Accommodation
Harold Washington College	31602 Introduction To Business Lecture	[REDACTED]	<input type="radio"/> No
Malcolm X College	34819 Afro-Amer In American Hist Lecture	[REDACTED]	<input type="radio"/> No
Malcolm X College	36378 Information Security Essential Lecture	[REDACTED]	<input type="radio"/> No
Malcolm X College	36379 Information Security Essential Laboratory	[REDACTED]	<input type="radio"/> No



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.

Step 1: Upload Documentation
Please upload any documentation to prove your request for accomodation. All approved accommodations are based on the documentation you provide here.

[Click here to Upload Documentation](#)

Step 2: Fill an Intake Form
Please complete the AC Intake form to the best of your ability.

[Click here to Fill a new Intake Form](#)

If you have received accommodations from any of the ACCESS Center's (AC)'s at City Colleges of Chicago or if you have completed the above two steps please request your accommodations here:

Request Class Accommodations

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Sign/View your Agreements

Agreement	Date Accepted
Flexible Attendance Agreement	Sign
Alternate Text Conversion Agreement	Sign



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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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