SASS

How to Request Using Your Accommodations

<u>What does this cover?</u>

Students are required to request their accommodation plan to be shared with their instructors. Unless established under a temporary plan, accommodations will remain available for students during their entire academic career.

Faculty do not have access to student accommodation plans unless the student requests to have the plan shared. This guide shows how students can make this request.

How to request your accommodation plan is shared to faculty?

1) Student will need to log in to the online portal at https://whitney.accessiblelearning.com/EWU/ using their EWU single sign on. This link is also on the SASS website below the Contact information.

2) The initial page after logging in will share announcements or reminders. After reviewing, students will be directed to the Overview page. Students can also select the "Overview" tab under the "My Dashboard" box to return

to this page at any time.

EASTERN
WASHINGTON UNIVERSITY

OVERVIEW

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

> Overview
> Announcements
> Equipment
> **Login and Security**
> **My Appointments**
> My Files
> **My Eligibility**
> My E-Form Agreements
> My Mailbox (Sent Emails)
> My Signup List

ACCOMMODATIONS

> **List Requests**
> **Submit Additional Documentation for Review**
> Alternative Testing
> Alternative Formats

📅 **IMPORTANT DATES**

⌂ » MY DASHBOARD » **OVERVIEW**

Accommodation Requests SUMMER QUARTER 2025

0

Number of Requests

➕

Add Requests

No Accommodation Request Found for Summer Quarter 2025

ADVISOR

Name

Phone

Email
Send Email

Schedule An Appointment
📅 **Request An Appointment**

Pronoun

QUESTION?

EWU Student Accommodations and Support Services
015 Hargreaves Hall, WA 99004
509.359.6871
509.359.7458
sass@ewu.edu www.ewu.edu/sass

3) On the Overview page, student should select the "Add Requests" option under the "Accommodation Requests TERM" box.

4) On the Accommodation Request page, you will need to make sure you are in the correct academic term. The term will be listed at the top of the page in a yellow box. If this is not the correct term, you can navigate using the "Previous Term" or "Next Term" options to the left and right in the yellow box.

5) Once the student is in the correct term, each registered course will appear with a checkbox under the "Accommodation Requests" box. Student should check the box for each class in which they would like to notify their faculty of the accommodation plan. Then select the "Continue to Next Step" button below courses.

6) The next page will list each selected course and all accommodations that have been included in the accommodation plan. Student should select each accommodation they would like to utilize for each course by checking the corresponding checkbox. After choices have been made, student should select "Submit Request" button to the right.

7) An email notice will be sent to each faculty with student copied one week prior to term start or within one business day after if requested after term starts. Student will need to contact faculty to review individual accommodation implementation based on course requirements.

Additional Notes

- Requests to use accommodations needs to be completed for each term.
- Faculty will not know any student has accommodations unless student completes this process.

- If student wishes to change selected courses and/or accommodations after completing this process, they will need to contact SASS to make changes.
- Request process will open about the same time that course registration opens.
- If requested before term starts, notices are sent to faculty starting one week prior to term start date.
- If requested after term starts, notices are sent within one business day.
- If no request occurs, faculty are not provided any accommodation information and should operate as if student does not have accommodations.
- Accommodations are *not* retroactive. Accommodations are considered implemented once this request process is completed.