

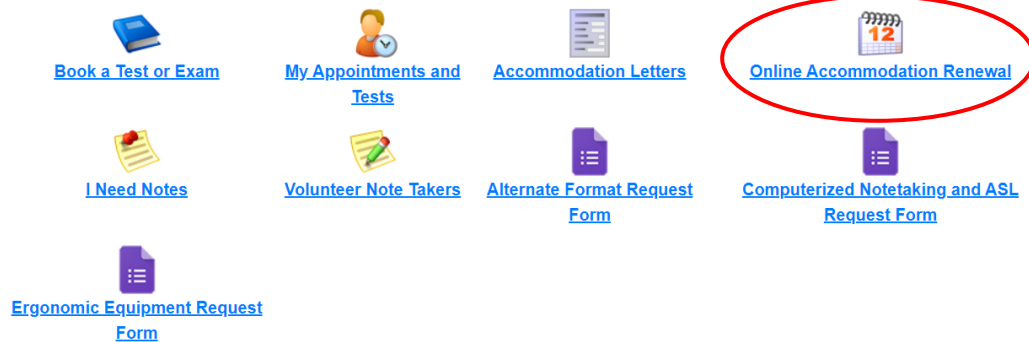
# HOW TO RENEW YOUR ACCOMMODATIONS

- 1) Go to the [Student Accessibility Services \(SAS\) Portal](#).

SAS Portal Website Link: [ontariotechu.ca/sasportal](http://ontariotechu.ca/sasportal)

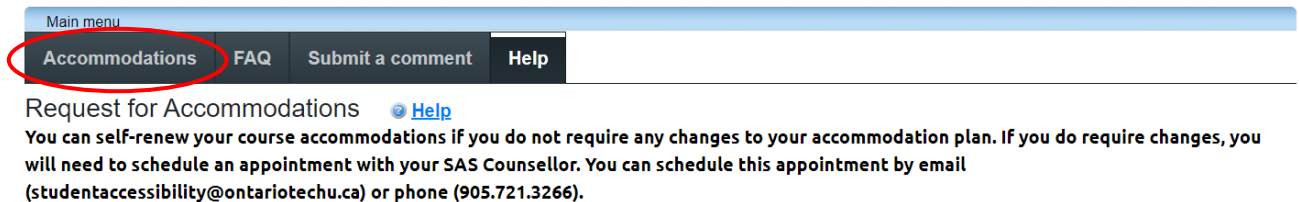
- 2) Click on Online Accommodation Renewal.

Please select an option from the menu below:



Student Accessibility Services  
905.721.3266 | [studentaccessibility@ontariotechu.ca](mailto:studentaccessibility@ontariotechu.ca)

- 3) Click Accommodations to see the list of your courses.



Once you have completed the self-renewal process, your instructor will be notified by e-mail and you can access your own accommodation letter on this website at any time.

If you have any questions or require assistance please contact your SAS Counsellor.

Click **Accommodations** in the main menu to get started.

- 4) Login in using your student ID and network password.

- 5) Select the appropriate semester from the drop down menu. Please note that accommodations can only be renewed for the current semester.
- 6) Click on the Request link to select accommodations for each class.

Your courses: Show term: Summer Session 2018 Refresh

Course	Status	Request	Letter
BSKTWV 103 BSK 103 Section 1	<b>Waiting for student to request</b> Please click the 'Request' button to the right in order to complete the request process.	<a href="#" style="border: 1px solid black; border-radius: 50%; padding: 5px;">Request</a>	

- 7) If your accommodations have expired, contact SAS to schedule an appointment with your counsellor or advisor.

Course	Status
Bskt 107 bskt 107 Section 1	<b>Accommodations are expired</b> Please contact your SAS counsellor/advisor to renew your accommodations.

- 8) Select the accommodations that are required for each course from the list of your approved accommodations. You can individualize your accommodation plan by selecting specific accommodations that are applicable to each particular course. Alternatively, you can check all to select every accommodation for every course.

Only the most current approved accommodations will appear on the list so you cannot make any changes to your plan on this screen. If you need to change your accommodation plan, please contact your counsellor or advisor.

### Your accommodations

- ☒ Consideration for missed course work
- ☒ Peer Notetaker
- ☒ FM System
- ☒ Enlargements
- ☒ Captioned Media
- ☒ Do online materials need to be captioned?: Yes

### Courses to request

- ☒ **BasketWeaving 101 BSKT101 section 1**  
Carole Duffin carole.duffin@uoit.ca
- ☒ **BasketWeaving 104 BSK 104 section 1**  
Carole Duffin carole.duffin@uoit.ca
- ☒ **BasketWeaving 105 BSKWV 105 section 1**  
Carole Duffin carole.duffin@uoit.ca
- ☒ **BasketWeaving 106 BSKTWV 106 section 1**  
Carole Duffin carole.duffin@uoit.ca
- ☒ **BSW BSW1 section 1**  
Carole Duffin carole.duffin@uoit.ca

[check all](#) [check none](#)

- 9) Confirm that your accommodations are correct by selecting My accommodations are correct the way they are. Optional note does not function at this time.

**Please indicate if your accommodations require any changes**

☒ My accommodations are correct the way they are.

Optional note:

- 10) Please review the Website Privacy & Security Policy and click I agree to the terms outlined above to consent to submitting your accommodation notices. Click Submit.
- 11) If no changes are required, the appropriate accommodation notice will be sent to your professor.

#### Website Privacy & Security Policy

We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person.

DISCLAIMER: By using the Self-Registration module, I consent and agree that the course instructor(s) I choose to send accommodation notices to will have access to personal health information contained with my accommodation plan. My course instructor can share this accommodation notice with a course coordinator, lab instructor, placement coordinator and/or teaching assistant(s).

#### Information we collect about you:

We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your IP address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms.

#### Statistics

The Website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous.

#### Security

The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions when you use the Sites. We follow strict security procedures when filing and using the information you supply, and may request proof of your identity before supplying you with information. We take all reasonable steps to ensure the secrecy of your personal data and passwords. You are fully responsible for maintaining the confidentiality of your login and your password and abstaining from communicating it to any other person and you are solely liable for activities that occur under your login and password. We disclaim all liabilities for inaccuracy of your personal data and in case of theft, loss, misuse, communication, fraudulent use of your login and password arising from your failure to comply with the above.

#### Cookies

The Website may use cookies to ensure the smooth operation of your transactions. Cookies are small information files that a Website can send to the hard disk of a personal computer for traceability reasons. They are not executable programs, and cannot contain viruses or applications. The cookies used only take up a minimal amount of space on your hard disk. You can always prevent cookies from being recorded on your computer by using the options provided by your browser. However, if you do so, some parts of the Site may not be functional.

☐ I agree to the terms outlined above

Cancel

Submit

- 12) You will receive the following confirmation when your accommodation request has been processed and submitted. The Status will change to Sent. You can access this screen or print your own notices at any time.

#### Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

Course	Status	Request	Letter
BasketWeaving 101 BSKT101 Section 1	<b>Sent</b> Your accommodation letter has been sent to your instructor.		<a href="#">Get letter</a>
BasketWeaving 104 BSK 104 Section 1	<b>Sent</b> Your accommodation letter has been sent to your instructor.		<a href="#">Get letter</a>
BasketWeaving 105 BSKWV 105 Section 1	<b>Sent</b> Your accommodation letter has been sent to your instructor.		<a href="#">Get letter</a>
BasketWeaving 106 BSKTWV 106 Section 1	<b>Sent</b> Your accommodation letter has been sent to your instructor.		<a href="#">Get letter</a>
BSW BSW1 Section 1	<b>Sent</b> Your accommodation letter has been sent to your instructor.		<a href="#">Get letter</a>