

Getting Started with MyAccess

This guide will review logging in, E-forms you may be asked to sign, and the first step of requesting accommodations.

Step 1: E-Forms

24 hours after your initial intake appointment and at the start of each semester after you have been approved for accommodations you will be required to electronically sign your E-Form Agreements. To do so, please do the following:

1. Login to your new MyAccess Student Portal.
 - a. Navigate to the Access Center homepage, accesscenter.wsu.edu
 - b. On the lower right side of the page there is a large red arrow image with the words MyAccess Login below it. Select this.
 - c. You will then be brought to the standard WSU login screen. Enter your WSU Username and Password and select "Login"
2. The first thing that will appear each semester will be any Required Forms you need to review and sign.
 - a. You may be asked to sign one or more of the following Agreements: Course Content and Materials Usage Agreement; Students Responsibilities Regarding Proctored Exams, or Alternative Print Agreement
 - b. To review, select the title of the agreement. All applicable forms will expand.
 - i. Please review these carefully and contact your Access Advisor with any questions or concerns.
 - c. To Sign, navigate to the bottom of the page. There will be a text box labeled "Signature" and a note stating "Please sign exactly as (Your Name)."
 - d. Type your name as it is given and select "Submit Form."
3. Your Dashboard is now available to you. It contains a navigation bar on the left (these links will not work until your Agreement forms have been signed), Important Messages, Your To-do list, and your Course Schedule.

Step 2: Requesting Accommodations

After signing your E-Form Agreements each term, you will need to request accommodations.

1. Navigate down to the box labeled "Step 1: Select Classes"
 - a. Using the check boxes next to each course listed, select the classes for which you require accommodations.
 - i. Keep in mind that it may take 48 hours for added/dropped courses to be reflected in MyAccess.
2. Select the button labeled "Step 2 – Continue to Customize your Accommodations"
 - a. Each of your selected courses will be displayed with additional information such as instructor, day and time of course meeting, date ranges that the course is in session, and the location it is registered to take place in.

- i. If you selected a course in error, or the information given is inaccurate, select the checkbox “Select the check box if you have entered the wrong CRN. You will not be required to specify your accommodations for this class”
 - b. Below that a box labeled “Select Accommodation(s) for (Course Name) will display with all of your accommodations listed below that.
 - c. Select the check box next to each accommodation you will require for the course listed.
 - d. Repeat this process for each course on the page.
 - e. Select the button at the bottom of the page titled “Submit your accommodation requests.”
 - i. If you are not ready to submit your requests, or need to contact your Access Advisor regarding an inaccurate course listing, you can use the button “Back to Overview” to cancel this process.
 - f. As a reminder, if you add a class after submitting accommodation requests, you will need to repeat this process for the new class.
3. Once your requests is submitted, you will be brought back to your dashboard with a notice at the top of the page indicating “System update is successful” with a white checkmark inside a green circle.
 - a. If you do not see this notice, please attempt to request your accommodations again, or contact your advisor for assistance.
4. From your Dashboard you can navigate to your course schedule to confirm that you have submitted requests for all intended courses.
5. If you scroll further down you will also see each course listed in more detail.
 - a. Your Request Status will either say “Approved” white checkmark inside a green circle or “Processing” with a white question mark inside a blue circle.
 - b. If your request does not say “Approved” within one business day of your request, please check your WSU email account, or email your advisor, as they may need additional information from you.

Step 3: Notifying Faculty

Once your request has been approved, an email will go out to your faculty indicating who you are, the accommodations you are requesting, and information on how to proceed. Once this email has gone out, you are encouraged to discuss the specifics of your instructor ASAP.

All students are required to discuss their accommodations with their faculty. Failure to do so may result in delays or an inability to provide accommodations.

Frequently Asked Questions

1. When are faculty notified about my accommodations?
 - a. Within one business day of your accommodations being approved, an email will go out to your faculty. You will receive a copy of this email as well.
2. When can I begin requesting my accommodations?
 - a. 24 hours after your first appointment with your Access Advisor (new students) and 2 weeks before the upcoming semester (continuing students).

3. What if I Add/Drop a class?
 - a. Dropped classes will automatically be cancelled in MyAccess. If you Add a class, you will need to request accommodations for this course, even if it is a different section of the same course.

4. What if I need to change my accommodations?
 - a. Contact your Access Advisor ASAP to discuss new or alternative accommodations.