



UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

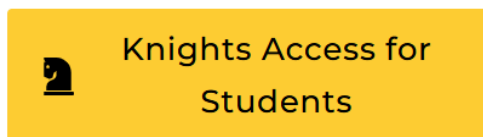
How to Request the Course Accessibility Letter

This guide is intended for students who have already been approved for academic accommodations at UCF. Before you can request the Course Accessibility Letter, you must first be connected with Student Accessibility Services (SAS). For instructions, please visit the [SAS website](#).

By submitting your accommodation request in Knights Access, you are requesting that SAS send the Course Accessibility Letter (CAL) to the instructor of record for the course.

Step 1:

Visit the [SAS website](#) and select the **Knights Access Portal**.



Step 2:

Sign in to Knights Access using your NID and NID password.

A screenshot of the UCF Knights Access sign-in page. At the top left is the UCF logo. Below it, the text "UNIVERSITY OF CENTRAL FLORIDA" is displayed. The main heading is "Sign in". Below this is a text input field containing the placeholder text "NID@ucf.edu or VC-DTC@ucf.edu". Underneath the input field is a link that says "Can't access your account?". At the bottom of the sign-in section are two buttons: a grey "Back" button and a blue "Next" button. Below these buttons is a grey box containing a disclaimer: "This UCF system is for authorized users only. Anyone using this system expressly agrees and adheres to the university's policies procedures, regulations, and all other applicable laws. For assistance, please contact (407) 823-5117 or visit our website https://it.ucf.edu/." At the very bottom of the page is a white bar with a magnifying glass icon and the text "Sign-in options".

Step 3:

Once signed in, you may be prompted to sign an E-Form agreement. Select each E-Form and review the information. Select the **Submit Form** option to agree to the terms and conditions. A copy of this agreement will be sent to you and be found in your mailbox.

Step 4:

On the OVERVIEW page, in the Accommodation Requests section, select **Add Requests for Classes** as shown below circled in red.

The screenshot displays the 'OVERVIEW' page of a user dashboard. The page has a grey header bar with a back icon and the word 'OVERVIEW'. Below the header, there is a red button labeled 'LOGIN AS USER' and a yellow button labeled 'BACK TO MY PROFILE >'. A black sidebar on the left contains the 'MY DASHBOARD' section with links to 'Overview', 'Announcements', and 'Equipment'. The main content area shows a breadcrumb trail: 'HOME >> MY DASHBOARD >> OVERVIEW'. Below this, a yellow box titled 'Accommodation Requests SPRING 2026' contains a large '0' and the text 'Number of Requests'. To the right of the '0' is a button with a plus sign and the text 'Add Requests for 4 Classes', which is circled in red.

Accommodation Requests SPRING 2026	
0 Number of Requests	Add Requests for 4 Classes

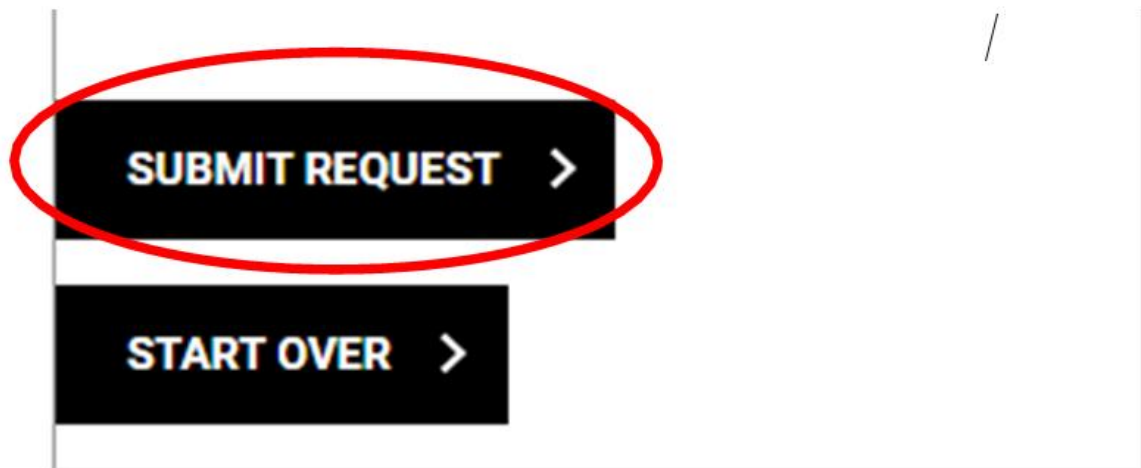
Step 5:

Select the courses you wish to request accommodations for and then specify which accommodations you would like to use in each course. Read through the final step and check the box.

SAS 1000.0001	STEP: FINAL STEP
Course Title: SAS 1000.0001 - Sas Test Course: Happy Testing 101 (CRN: UCF500)	SUBMIT REQUEST >
<i>Course Detail</i> ▼	START OVER >
☐ I do not need accommodation for this course: SAS 1000.0001 .	
SELECT ACCOMMODATIONS	
☐ Select All	
Accessible Technology	
☐ Use Of Audio Recorder	
Accommodations for Exams/Quizzes	
☐ Distraction-Reduced Environment	

Step 6:

Then scroll down and select **SUBMIT REQUEST** (Figure 5).



Step 7:

A white check mark inside a green circle will be displayed to confirm that the system has successfully processed your request. You will have the option to review your accommodation request submissions on a course by course basis.

Previous Term

Term: Fall 2026

ACCOMMODATION REQUESTS

No Courses Listed from the School:

- Courses may take up to 24 hours to display in the system after you have registered for them or after being approved for accommodations for the first time through SAS. If you do not see one or more of your courses in the list below 24 hours after registering, please contact SAS.
- If you are waitlisted on a course, it will not show below unless you get into the course.

TES 1200.1

Status:
Approved - Notification Scheduled

Course Title:
Test Course for screen shots (UCF97)

Available Action:
[Modify Request](#)

Request Summary

Course Detail

Accommodation Requested:
◦ Distraction-Reduced Environment

Questions? Contact SAS.
Call 407-823-2371 or email
SAS@ucf.edu