

ASAC Dashboard Overview

- After logging into your [ASAC Dashboard](#), you may be required to accept E-Form Agreements. These agreements are specific to your approved accommodations (e.g., if approved for testing accommodations, you must complete the Accommodated Testing Agreement).
- You must accept these agreements before proceeding to the ASAC Dashboard.
- If you have any questions about these E-Form Agreements, contact your assigned ASAC staff member directly.

The screenshot displays the ASAC Dashboard interface for American University. At the top left is the American University logo and name. Below it is a navigation bar with 'OVERVIEW' selected. On the left side, there is a sidebar with 'LOGIN AS USER' and 'MY DASHBOARD' sections. The 'MY DASHBOARD' section includes links for Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, and My Eligibility. The main content area shows a notification box titled 'REQUIRED E-FORM AGREEMENTS' with a close button. The notification text states: 'Student has 2 Required E-Form Agreements: Accommodated Testing Integrity Agreement, Rights and Responsibilities Form. Please do not use Login As User feature as the system will not allow staff to sign the form on behalf of the student. Student should re-login with their own credential.' Below the notification is a 'CLOSE' button. In the background, there is a message: 'No Accommodation Request Found for 2024 - Summer' and a 'Send Email' link.

- From your dashboard, you can view the accommodations you are approved for and which courses you have submitted your Faculty Notification Letter.

The screenshot shows the ASAC Dashboard interface. At the top left, there is a red 'LOGIN AS USER' button and a yellow 'BACK TO MY PROFILE >' button. The main navigation menu on the left includes 'MY DASHBOARD' (with sub-items: Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, My Mailbox) and 'ACCOMMODATIONS'. The main content area is titled 'MY DASHBOARD >> OVERVIEW'. It features a yellow header for 'Accommodation Requests 2024 - SUMMER' showing a large '5' for the number of requests, an 'Add Requests' button, and a list of three requests: 'AIM 101.004 - INSTRUCTOR PORTAL TESTING (CRN: 10105)', 'AIM 101.007 - INSTRUCTOR EXAM PORTAL (CRN: 10106)', and 'CHEM 797.006 - MASTER'S THESIS RESEARCH (CRN: X367355)'. To the right is a 'DISABILITY ACCESS ADVISOR' section for 'Rebecca Little' with a 'Send Email' button.

- To view the accommodations you are approved for, select **“My Eligibility”** on the left side under **“My Dashboard”**

This is a close-up of the 'MY DASHBOARD' menu. The menu items are: Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, My Eligibility (highlighted with a red box), My E-Form Agreements, and My Mailbox (Sent Emails). Below this is the 'ACCOMMODATIONS' section with sub-items: List Requests, Request a Change to your Accommodation(s) or Submit Documentation, Accommodated Testing, Alternative Formats, and Flex Plan.

- Scroll down and you will see your approved accommodations. While WCL students will see their approved testing accommodations, WCL faculty are only notified of testing accommodations if students choose to include them in their Faculty Notification Letter.
- If you are approved for Temporary Accommodations, you can view the date the temporary accommodation(s) expire.

ACADEMIC ACCOMMODATIONS

ELIGIBILITY

1. **Accommodated Testing**
 - Extended time on in-class timed assessments: 1.25x
2. **Classroom**
 - Opportunity to take breaks during class
 - Preferential Seating

TEMPORARY ELIGIBILITY

Term: 2024 - Summer (Expires on Friday, August 16, 2024)

1. **Classroom**
 - Use of a laptop for notetaking

ADDITIONAL NOTIFICATIONS FOR FACULTY

1. **In-Person Assessments**

For in-person course assessments that you would like the ASAC to administer, the student must submit the ASAC's online Test Accommodations Request Form at least five (5) days in advance of a scheduled assessment and for WCL, at least fourteen (14) days in advance (or as notified by the ASAC for final exams). Additionally, you will be asked to provide the ASAC with specific instructions for administering your exam.

- Select **My Appointments** located on the left side under **My Dashboard** to see your scheduled appointments with the ASAC.

MY DASHBOARD

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

ACCOMMODATIONS

- > **List Requests**
- > **Request a Change to your Accommodation(s) or Submit Documentation**
- > Accommodated Testing
- > Alternative Formats
- > Flex Plan

- To view Faculty Notification Letters from previous semesters, select “**List Requests**”

The image shows a vertical menu for the ASAC Dashboard. It is divided into two main sections: 'MY DASHBOARD' and 'ACCOMMODATIONS'. The 'MY DASHBOARD' section contains a list of menu items: Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails). The 'ACCOMMODATIONS' section contains a list of menu items: List Requests, Request a Change to your Accommodation(s) or Submit Documentation, Accommodated Testing, Alternative Formats, and Flex Plan. The 'List Requests' item is highlighted with a red rectangular border.

MY DASHBOARD

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

ACCOMMODATIONS

- > **List Requests**
- > **Request a Change to your Accommodation(s) or Submit Documentation**
- > Accommodated Testing
- > Alternative Formats
- > Flex Plan

- To submit additional accommodation requests or submit additional documentation, select **Request a Change to your Accommodation(s) or Submit Documentation** located on the left side under **My Dashboard**.

MY DASHBOARD

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

ACCOMMODATIONS

- > **List Requests**
- > **Request a Change to your Accommodation(s) or Submit Documentation**
- > Accommodated Testing
- > Alternative Formats
- > Flex Plan

- WCL is not using the Accommodated Testing module. Please disregard this section.
- To create an Alternative Format request, select **Alternative Format** under the Accommodations box on the left side of your dashboard. Please note, this link will only be available for students approved for alternative format accommodations.

MY DASHBOARD

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

ACCOMMODATIONS

- > **List Requests**
- > **Request a Change to your Accommodation(s) or Submit Documentation**
- > Accommodated Testing
- > **Alternative Formats**
- > Flex Plan

- Some accommodations require discussion and agreements with the instructor of your course. These agreements are called **Flex Plans** and can be viewed by selecting the **Flex Plans** from the Accommodations box on the left side of your dashboard. Please note, this link will only be visible for students with approved Flex Plan accommodations

MY DASHBOARD

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

ACCOMMODATIONS

- > **List Requests**
- > **Request a Change to your Accommodation(s) or Submit Documentation**
- > Accommodated Testing
- > Alternative Formats
- > **Flex Plan**