

How-to Guide to ACCESS CAS-1

The Center for Accessibility Services (CAS) uses an online management system, ACCESS CAS, for access services.

ACCESS CAS Instructions for how to:

1. Register with the Center for Accessibility Services (CAS)
2. Log into ACCESS CAS
3. View approved accommodations
4. Submit a Semester Request
5. View and sign an ACCESS Plan
6. Schedule an appointment at CAS

1. Register with the Center for Accessibility Services (CAS)

This registration process is to be done only one time. Any questions or concerns can be directed to CAS by phone or email, please.

- Go to the Center for Accessibility Services website (www.radford.edu/cas)
- Select the *Register for Services* tab or the REGISTRATION button
- Select the drop-down menu: *How to Register with CAS*
- Please read the important registration information found on this page, then select the hyperlinked text *ACCESS CAS Accommodation Request Page* (https://radford-accommodate.symplicity.com/public_accommodation/)
- Complete this form in its entirety and upload any supporting documentation (if available)
- Select SUBMIT

A CAS Coordinator will contact you by phone or Radford email to schedule an interview to discuss reasonable accommodations and create an Access Plan.



2. Log into ACCESS CAS

- Log into OneCampus portal
- Select the *Academics* icon
- Under *Academic Tools*, select *ACCESS CAS (Center for Accessibility Services)*
- ACCESS CAS homepage will open in a new tab

3. View approved accommodations

- Open your ACCESS CAS homepage and select the Accommodations dropdown menu
- Select ACCESS PLANS
- Select the ACCESSIBILITY REQUEST tab
- View the list of accommodations you have available to request to use

4. How to submit a Semester Request

Student registered with CAS must submit a semester request each semester they would like to utilize their accommodations.

- Open your ACCESS CAS homepage and select the *Accommodation* dropdown menu
- Select *Semester Request*
- Select ADD NEW
- Select the semester from the semester dropdown menu
- **Select Review the Renewal:** All accommodations will be checked for all courses.
- If you have an accommodation you do not want to use, uncheck the box.
- Select SUBMIT
- An email confirmation will be sent to your Radford email.

CAS will review your request and you will receive an email notification when your access plan is sent to instructors.



5. How to view and sign an ACCESS Plan

Do not sign the Access Plan until you have met with the course instructor and discussed your accommodations. Professors will log into their ACCESS CAS account to sign their electronic copy of your Access Plan. Meetings can occur by email, zoom, phone, in person, etc. Please ask your instructor how they would like to review the Access Plan.

- Open your ACCESS CAS homepage and select the *Accommodation* dropdown tab
- Select *Access Plans*
- Select the appropriate Access Plan
- Carefully review the Access Plan with each instructor
- Once you have met with an instructor and they have agreed to the Access Plan for their course, you are ready to e-sign the course access plan. (If an instructor does not agree to the Access Plan, please contact CAS immediately)
- Type your name to electronically sign the contract and select SAVE

You are able to print and/or save a PDF version of your Access Plan, if you would like.



6. How to schedule an appointment at CAS

CAS requires 2 business days advance notice for appointments. You may schedule appointments up to 2 weeks in advance.

- Open your ACCESS CAS homepage, select the *Appointment* tab
- Select REQUEST NEW APPOINTMENT
- Fill out the search fields:
 - o Select which type of appointment you are requesting and select DONE
 - o Date range
 - o Time range
 - o CAS Coordinator
 - o Day of the week
- Select CHECK AVAILABILITY
- Select which date and time you would like to request
- Confirm all of the information on the pop-up is correct and include any additional notes you would like to communicate
- Once complete, select SUBMIT REQUEST. (You have booked your appointment and you will receive a confirmation email.)

