Below is a comprehensive step-by-step guide for faculty, we will cover the following:

1. **How to log into ACCESS CAS**
2. **How to view and sign an Access Plan**
3. **How to modify an Access Plan**
4. **How to approve a pending Proctoring Request**
5. **How to edit an approved Proctoring Request**
6. **How to review a Volunteer Note-taker’s notes**

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1. **How to log into the ACCESS CAS portal.**
   - Go to the Radford University website.
   - Select the button for OneCampus (on the top right).
   - Type ACCESS CAS in the search field.
   - Select the icon/tile titled Faculty-ACCESS CAS
   - If not already logged into OneCampus, you will be directed to the Radford SSO page and asked to enter your Radford username and password.
   - The ACCESS CAS home page for your account will appear.

2. **How to view and sign an Access Plan or Renewal Access Plan**
   *Please do not sign Access Plans or Renewal Plans until you have met with the student and have agreed to provide the listed accommodations that apply to the specific course.*
   - Log into the ACCESS CAS portal.
   - Select the Access Plans tab located on the left-hand side menu.
   - Select More Filters
   - Search by Keywords: Student’s last name and/or current semester.
   - Select APPLY SEARCH
     - All current and prior history related to the course(s) taught by you and student registered are retained in the database, therefore it is important to select the correct semester to search.
   - Carefully review the Access Plan with the student and complete the REQUIRED fields at the bottom of the Access Plan
   - You are required to answer that you agree to accommodations. Yes or No
     - If you agree to the Access Plan, please type your name to electronically sign the contract and select and press SAVE
If you do not agree to the Access Plan, please refer to the instructions for “How to Modify an Access Plan #3). Select and press CANCEL.
- Select and press CLEAR located next to APPLY SEARCH to clear history and begin new student search.

3. How to modify an Access Plan or Renewal Access Plan
- In the event that you are reviewing an Access Plan with your student and one of the accommodations conflicts with a course objective, please do the following:
  - Email cas@radford.edu and cc the student on the email.
  - In the email include the accommodation of concern, the objective in conflict, and the alternate strategy that you propose.
- If the alternate strategy is approved by CAS, an email will be sent to the instructor and student to confirm.
- If there is an issue, a coordinator will contact the instructor to discuss the issue further.

4. How to approve a pending Proctoring Request
- Log into the ACCESS CAS portal.
- From your ACCESS CAS homepage, select the Courses tab on the left-hand side.
- Search by semester.
- Scroll and select the appropriate course.
- Select the Student Proctoring Request tab across the top of the page.
- Below the course title, confirm you are on the Pending subtab and not the Approved subtab. (there will be a red line under the tab you are on)
- Select the student’s name to open the request and please complete the form in its entirety
- Once complete, select SUBMIT

5. How to edit an approved Proctoring Request* (Day, Time, Item)
- Open to the ACCESS CAS homepage, click on the Courses tab
- Select the appropriate course
- Select the Student Proctoring Request tab across the top of the page.
- Below the course title, confirm you are on the Approved subtab and not the Pending subtab. (there will be a red line under the tab you are on)
- Select the student’s name to open the request and edit your responses as needed**
- Once complete, click Submit

*Changes within 24 hours of student’s requested time? Please contact CAS by phone or email.
**Some changes cannot be made by the faculty member, please contact CAS for assistance.**

6. **How to review a Volunteer Note-taker’s notes**
   - Open to the ACCESS CAS homepage, select the Courses tab on the left-hand side.
   - Search by semester.
   - Scroll and select the appropriate course.
   - Select the Course Notes tab located across the top of the page. Notes will be downloaded, and the file may then be opened for review.
   - To return to your list of courses, select Course Details tab located across the top of the page and select CANCEL below course details.
   - Select CLEAR.
   - Select Home tab to return homepage.