STUDENT HOW TO . . .

Students use ACCESS CAS to . . .

- View access plan,
- Request accommodations each semester,
- Submit a test proctoring form to instructors,
- Receive notes from a volunteer note taker
- Request further accommodations
- Sign access plans once they have met with their instructors

Below is a comprehensive ACCESS CAS how-to list for students. Below are step by step directions for the following ACCESS CAS features:

How to Register with CAS (only need to do one time)
How to Log Into ACCESS CAS
How to Request Accommodations Each Semester
What to do After Submiting a Semester Request?
How to Sign an Access Plan
How to Submit a Proctoring Request

How to Register with CAS (only need to do one time)

1. Go to the CAS website (https://www.radford.edu/content/cas/home.html)
2. Locate the link for “Public Accommodation Request” This will take you to the “Public Accommodation Request” form.
3. Complete the “Public Accommodation Request” form
4. Upload documentation if available
5. After completing the form, click on the “submit” button
6. Students will receive an email confirming submission (if no email is received, contact CAS at cas@radford.edu or 540-831-6350)
Then What?

1. The ACCES CAS Public Accommodations Request form will be reviewed by a CAS coordinator, who will reach out to the student to schedule an interview within a week.
2. The student and CAS coordinator will discuss and decide on specific accommodations.
3. The Coordinator will approve the accommodations in ACCESS CAS
   a. The student will receive an email that the accommodations have been approved.
   b. The Access Plan (formerly Accommodation Letters) will be available for the student to review in ACCESS CAS (the student does not sign it at this time)
   c. The student’s instructors will receive an email making them aware the student will contact them to discuss accommodations.
4. Once the student meets with Instructors, discussed accommodation, and instructors have agreed, the student needs to sign the semester’s Access Plan (see directions below).

Accommodations are not in place until BOTH student and the instructor have met and agreed to the accommodations, and signed the Access Plan.

How to Log Into ACCESS CAS

1. Log into the Radford University website
2. Log into MyRU
3. From the list of icons, select the “Academics” icon
4. Go to “Academic Tools” and select ACCESS CAS
5. This will open the student’s ACCESS CAS home page

How to Request Accommodations Each Semester

1. Log into ACCESS CAS
2. Hover over the Accommodations tab, from the home toolbar
3. From the dropdown menu, select "Semester Request."
4. Using the dropdown menu next to “Semester”, select the semester (i.e. Spring 2019)
5. Student’s courses will appear- students can either:
   1. click "Submit for All Accommodations" to apply all accommodations to all courses, OR
   2. click "Review" to apply specific accommodations to specific classes individually.
6. Click “submit”
7. The student will receive an email that the semester request has been submitted. If no email confirmation is received, the student is encouraged to contact CAS at cas@radford.edu or 540-831-6350.
After a Student Submits a Semester Request?

1. The semester request will be reviewed and approved by a CAS coordinator within a week.
2. Once approved
   a. The student will receive an email that the accommodations have been approved.
   b. The Access Plan (formerly Accommodation Letters) will be available for the student to review in ACCESS CAS (the student does not sign it at this time)
   c. The student’s instructors will receive an email making them aware the student will contact them to discuss accommodations.
3. Once the student meets with Instructors, discussed accommodation, and instructors have agreed, the student needs to sign the semester’s Access Plan (see directions below).
4. If instructors do not approve the accommodations vetted by CAS
   a. The instructor will email CAS and explain the issue (copying the student).
   b. A CAS coordinator will work with the student and instructor to determine if the accommodation conflicts with a course objective and needs to be revisited.
   c. Student, instructor and CAS will make a decision
   d. CAS will send an email to both the student and instructor to confirm the accommodation or explain the alternate accommodation
   e. The student and instructor will electronically sign the Access Plan.

Accommodations are not in place until BOTH the student and the instructor have met and agreed to the accommodations and signed the Access Plan.

How to Sign an Access Plan

1. Log into ACCESS CAS
2. From the ACCESS CAS home page, click the tab “Accommodations”
3. Click tab “Access Plans” from the drop down menu
4. Select the edit icon (paper and pen)
5. Review the accommodations
6. Answer the “yes” or “no” questions
   a. Have you met with the instructor?
   b. Have your instructors agreed to your accommodations?
7. Type your first and last name
8. Click SAVE
9. While the student has agreed to the accommodations, the student must have instructors agree as well)

Accommodations are not in place until BOTH the student and the instructor have met and agreed to the accommodations and signed the Access Plan.
Proctoring Request-Student

1. Log into ACCESS CAS
2. From the ACCESS CAS home page, click the tab “Proctoring Requests”
3. Click “New Booking Request”
   a. Select “course”
   b. Select date range or a select a specific date
   c. Select a time range
4. (Optional) Answer other questions
   a. Final exam (yes or no)
   b. Do not override class time
   c. Building
   d. Room
5. To select a specific test taking time, click on “Refine Results”
   a. Select a specific time
6. This opens another screen “Confirm Exam Booking”
   a. Enter the name of the test (example: Intro to Music Test #1)
   b. Select the accommodations to be used for this test
   c. Review proctoring request information
   d. The minutes to take the test is populated automatically
   e. Click “Submit Request” This sends the proctoring request to the course instructor
7. Student receives verification email: Testing Request Received - Student
8. Your new proctoring request will be listed under “Pending Booking Requests”
9. The request will remain in “Pending” until the instructor approves the request.
10. If an instructor declines a student’s proctoring request
    a. The student receives an email with the decision to decline and the specific reason
    b. The request is erased from the system
    c. The student will need to create a new proctoring request for this test

Monitor Proctoring Requests for Pending and Approved

Once a student submits a proctoring request it will be listed under “Pending Requests”.

When the instructor approves the proctoring request, it will be moved to “Approved Requests”. 