

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 Disability Access Advisor (DAA) directly.

The screenshot displays the American University ASAC Dashboard. At the top left is the American University logo (WASHINGTON, DC). Below it is the 'OVERVIEW' section. On the left sidebar, there are navigation options: 'LOGIN AS USER', 'BACK TO MY PROFILE', and 'MY DASHBOARD' with sub-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 states: 'Student has 2 Required E-Form Agreements: Accommodated Testing Integrity Agreement, Rights and Responsibilities Form'. It also includes a warning: '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.' and a 'CLOSE' button. Below the notification, there is a 'Send Email' link and a message: 'No Accommodation Request Found for 2024 - Summer'.

- 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 button labeled "LOGIN AS USER" and a yellow button labeled "BACK TO MY PROFILE". Below these is a "MY DASHBOARD" sidebar with 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 main content area is titled "Accommodation Requests 2024 - SUMMER" and displays a large number "5" representing the "Number of Requests", with a link to "View Request Detail". To the right is a "DISABILITY ACCESS ADVISOR" section for "Rebecca Little", with links for "Add Requests" and "Send Email". Below the request count is a "List of Accommodation Requests" containing three items: "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 view the accommodations you are approved for, select **“My Eligibility”** on the left side under **“My Dashboard”**

This image is a close-up of the "MY DASHBOARD" sidebar menu. The menu items are: 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 "My Eligibility" item is highlighted with a red rectangular box. Below the sidebar is the "ACCOMMODATIONS" section, which includes: 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.

- a. 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 screenshot of a web dashboard menu. 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**.

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- > Announcements
- > Equipment
- > Information Release Consents
- > **Login and Security**
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ACCOMMODATIONS

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- To schedule a test with the Accommodated Testing Office, select **Accommodated Testing** under the Accommodations box on the left side of your dashboard. Please note, this link will only be available for students approved for testing accommodations.

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ACCOMMODATIONS

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- 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.

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ACCOMMODATIONS

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- > **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

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ACCOMMODATIONS

- > **List Requests**
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- > **Flex Plan**