APPROVE & SEND YOUR ACCOMMODATIONS

Step 1 Copy this URL code into your Browser and Log into the Bear Accessibility Student portal:

https://bear.accessiblelearning.com/ursinus

Log in with your Ursinus username and password.

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Need help signing in?	

**Once you log in, you will see your Bear Accessibility Student page!

Step 2: Scroll down to the section titled "Select Accommodations for Your Class" and Select the courses that you wish to use accommodations for.

our session, to Log Out rowser.	 Course may take <u>up to 48 hours</u> to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Disability Services. Your courses might not display below if you are part of the course waiting list. If you are unable to select the checkbox from the list of courses below, that means you have submitted your request for accommodation for that course. If you wish to modify your accommodation request (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request. 	
4	Step 1: Select Class(es) Spring 2020 - LAS 200.A - INTR LATAM STUDIES (CRN: 8595) Spring 2020 - MUS 044A.A - GUITAR (CRN: 8481) Spring 2020 - POL 242.B - COMP POLITICS (CRN: 8350) Spring 2020 - SPAN 340.A - COCINERAS, BRUJAS, (CRN: 855) Spring 2020 - SPAN 340.A - COCINERAS, BRUJAS, (CRN: 855) Spring 2020 - SPAN 340.A - COCINERAS, BRUJAS, (CRN: 855) Spring 2020 - SPAN 340.A - COCINERAS, BRUJAS, (CRN: 855) Spring 2020 - SPAN 440W.A - SEM:HISP STUDIE (CRN: 8556) (Requested) Fall 2019 - ENGL 209C.A - MEMOIR WRITING (CRN: 856) want accommodations for want accommodations	wish to 'ou should at you . (You can se)

Step 3: Check the accommodations that you would like to use for each course. Please note that as you scroll down, you need to check the accommodations EACH TIME for EACH COURSE.



Step 4: When you finish selecting your accommodations for each of your courses, click the Submit Your Accommodations Requests button at the bottom of the page.



You are finished! What happens next?

Once you click *submit your accommodation requests*, a Disability and Access team member will confirm the approval to send your letters to each professor via email. You will be cc'd on this email. It is important that you follow up with each professor to work out the details of your accommodations in their course. A copy of the letter will be located on your Bear Accessibility Student Portal homepage. You can access the letter at any time and even download a PDF copy for yourself.

If you have any questions, please reach out to Disability and Access @ disabilityandaccess@ursinus.edu