

How to Request Additional Accommodations

This document includes instructions for new students who need to upload documentation to the Roo Access portal.

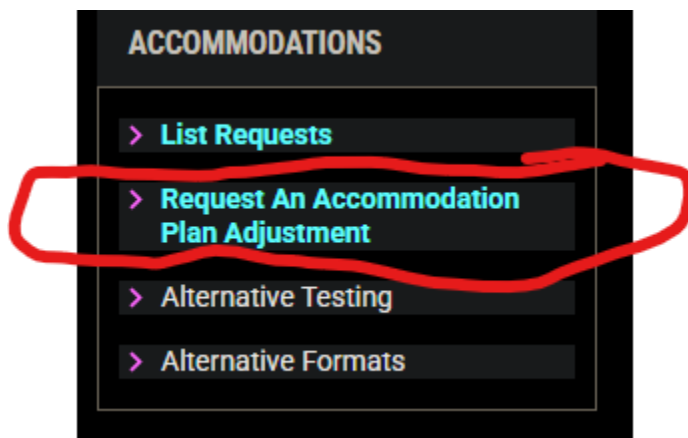
*Accommodations are specific to an individual diagnosis; they may need to be update if the condition changes and/or there is a new diagnosis.

1. Log into Roo Access at: <https://elbert.accessiblelearning.com/UMKC/>
 - a. **Roo Access credentials:** use your single sign-on (SSO) username and password (these are the same credentials you use for your UMKC email account). **However, your username may be different.**
 - Example: abc123@umkc.edu
 - Your **Roo Access username** would be: abc123 (without @umkc.edu)
 - b. Sign onto the **UM system sign** on page as you usually would.

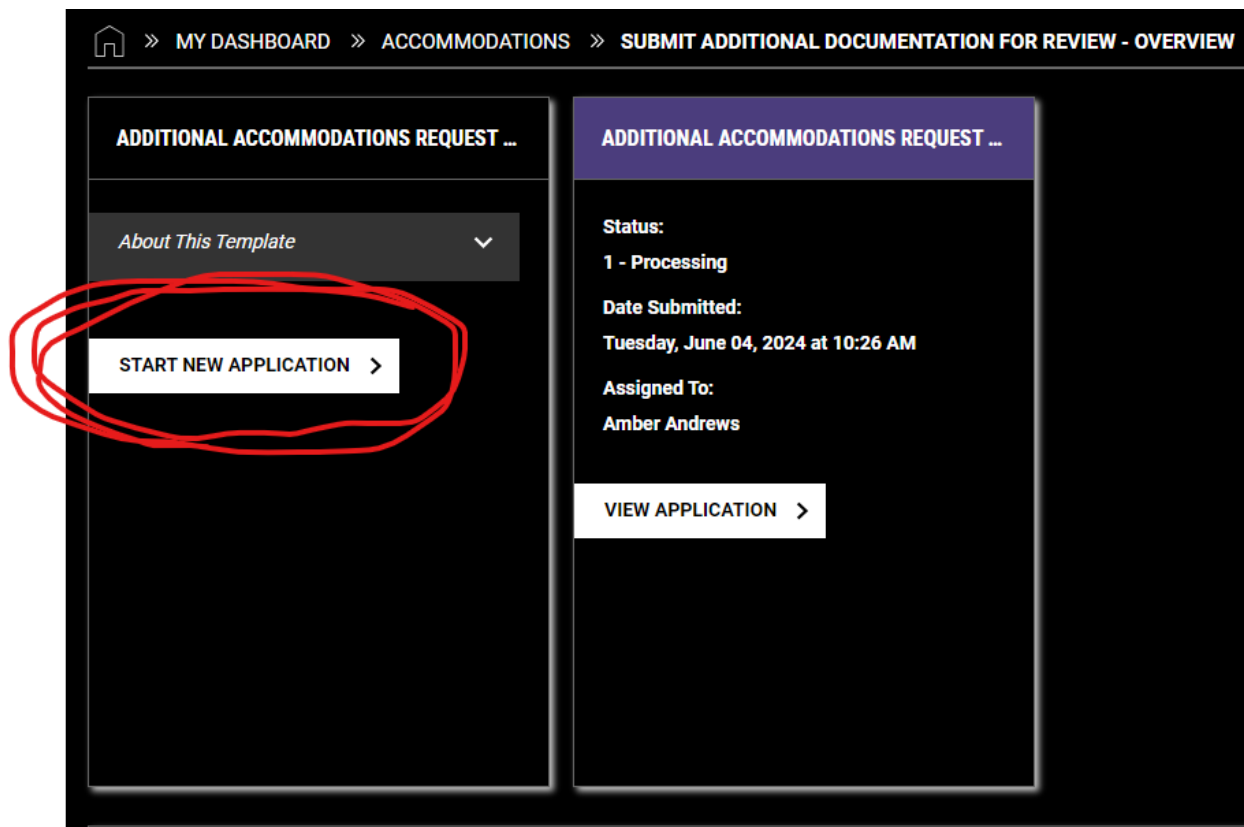
Please note: You may have changed your email to an alias like: jane.doe@umkc.edu. If this is the case, you will need to log into Pathway to look up your SSO by navigating to your **UM Assigned** email address (go to Pathway > Personal Information > Email Addresses).

Student Personal Info		
Email Addresses		
Enter your email addresses below.		
If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.		
Email Type	Email Address	Preferred
Other	jane.doe@umkc.edu	☐
UM Assigned	abc123@umkc.edu	☒

2. Click **Request an Accommodation Plan Adjustment** under Accommodations.



3. Click on **Start New Application**.



4. Select the correct term (i.e. Fall 2027).

ROO WELLNESS ACCESSIBILITY SERVICES

» MY DASHBOARD » ACCOMMODATIONS » SUBMIT ADDITIONAL DOCUMENTATION FOR REVIEW - OVERVIEW

BASIC INFORMATION

Start Term * :
2024 - Summer ▾

LIST OF QUESTIONS

What additional accommodations are you requesting?

What has changed that makes additional accommodations necessary?

FORM SUBMISSION

5. Answer BOTH questions under **List of Questions**.
- Explain what new accommodation you are requesting.
 - Tell us why this new accommodation is needed.

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BASIC INFORMATION

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LIST OF QUESTIONS

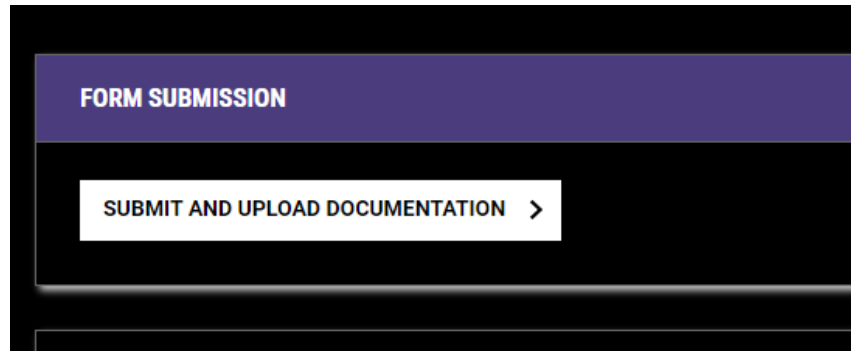
What additional accommodations are you requesting?

What has changed that makes additional accommodations necessary?

FORM SUBMISSION

6. Click on **Submit & Upload Documentation**.

- a. **IF this is a new condition/diagnosis that is NOT in your previously submitted medical documentation, additional documentation is needed. IF the condition/diagnosis is listed in your previous medical documentation, new documentation is NOT needed.**

A screenshot of a web form titled "FORM SUBMISSION" in a purple header bar. Below the header, there is a white button with the text "SUBMIT AND UPLOAD DOCUMENTATION" followed by a right-pointing chevron ">". The button is set against a dark background.

7. Upload supporting documents.