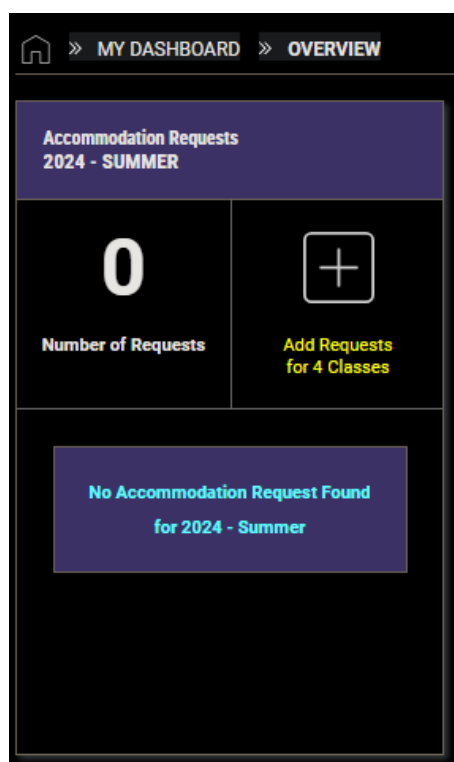


How to Request Your Accommodations Each Semester/Term

1. Students MUST request their accommodations EACH semester/term in order to use them. This is done by logging into the Roo Access system at <https://elbert.accessiblelearning.com/UMKC/> and:

1. Then you will need to click on “Add Requests for Classes”.



2. Select each of your courses for the term/semester.

As a friendly reminder, accommodations are **NOT** retro-active; it is best to request them even if you don't plan on using them in that course. If you do not, it is possible that you will realize you want to use accommodations later and you will not be able to use them until you request them.

For example, if a student forgets to add accommodations for their math course at the beginning of the semester and later realize that they need to use their accommodations for that specific course in October, the accommodations would only apply from the date requested in October, moving forward.

The screenshot shows a web form titled "ACCOMMODATION REQUESTS". Below the title is a dropdown menu labeled "How to Request Accommodations" with a downward arrow. The next section is titled "STEP: SELECT COURSES" and contains a list of four items: "Class #1", "Class #2", "Class #3", and "Class #4", each preceded by an unchecked checkbox. At the bottom of the form is a button labeled "SUBMIT REQUEST" with a right-pointing arrow.

3. Click on [Submit Request](#).

Please note, you will need to sign your e-forms EACH semester/term in order to request your accommodations.