



ACCESS

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WHAT YOU NEED TO APPLY FOR ACCOMMODATIONS

- ☐ **Collin College CWID (9-Digit Student ID Number)**
 - ☐ **OneLogin Access**
 - ☐ *Call or email Collin College's Student Help Desk for assistance with OneLogin.*
 - ☐ (972) 377-1777
 - ☐ studenthelpdesk@collin.edu
 - ☐ **Documentation of Disability**
 - ☐ Section 504 Plan
 - ☐ The most recent copy of your Section 504 Meeting Documents
 - ☐ OR You may request a copy from your High School Section 504 Coordinator
 - ☐ FIE/IEP/ARD Document
 - ☐ Preferably the FIE (Full Individual Evaluation)
 - ☐ OR a copy of the most recent IEP/ARD Meeting Documents
 - ☐ OR You may request a copy from your High School Case Manager
 - ☐ Collin College Disability Verification Forms
 - ☐ If you do not have a 504 Plan, FIE, or IEP/ARD, you can request the doctor that diagnosed your disability complete the appropriate Disability Verification Form(s).
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**Dual Credit ACCESS Contact
Information**

dualcreditaccess@collin.edu

(972)-881-5898



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HOW TO APPLY FOR ACCOMMODATIONS

- ☐ **Apply for Accommodations - [Link to ACCESS Application](#)**
 - ☐ APPLICATION CENTER - [Select 'START/RESUME APPLICATION'](#)
 - ☐ DUAL CREDIT ACCESS APPLICATION - [Select 'START NEW APPLICATION'](#)
 - ☐ Use your OneLogin Email Address & Campus Wide ID (CWID) on the Dual Credit ACCESS Application
 - ☐ Student will need a copy of their Section 504 plan or their FIE/IEP
 - ☐ Upload your Documentation of Disability to the application
 - ☐ OR email your documentation to ACCESS@collin.edu
 - ☐ After application has been submitted check the email used on the application regularly for email from ACCESS office
 - ☐ Email will contain next steps of either scheduling an Intake meeting or a list of missing information that must be submitted to continue
- ☐ **Schedule Intake Meeting**
 - ☐ Schedule Intake meeting using the Calendly link on the email from your Dual Credit ACCESS Advisor (Adanna Burrell)
 - ☐ Email Adanna Burrell at aburrell87@collin.edu if you would like an earlier appointment date than what is available on Calendly.
 - ☐ You can schedule your appointment during your lunch period or a high school elective class.
 - ☐ Please notify Adanna Burrell if you need a note for your high school to excuse an absence acquired to attend the intake appointment.
- ☐ **Attend Intake Meeting**
 - ☐ Intakes occur via Zoom
 - ☐ This meeting will be a discussion disability and accommodation needs
 - ☐ YOU CANNOT BE APPROVED TO USE ACCOMMODATIONS IN DUAL CREDIT COURSES WITHOUT COMPLETING THE INTAKE APPOINTMENT

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HOW TO REQUEST LETTER OF ACCOMMODATION (LOA)

This step needs to be completed EVERY SEMESTER.

- ☐ **Check Email used on the Dual Credit ACCESS Application (OneLogin Email)**
 - ☐ **After the Intake appointment, the student will receive 2 emails**
 - ☐ ACCESS Eligibility Letter
 - ☐ Student Accommodation Profile is Ready!
 - ☐ Instructions for logging into Student Profile in AIM Portal
 - ☐ Instructions for requesting Letter of Accommodation (LOA)
 - ☐ **ACCESS Eligibility Letter**
 - ☐ The ACCESS Eligibility Letter will list the approved accommodations.
 - ☐ The ACCESS Eligibility Letter will be sent to the email the student used on the Dual Credit ACCESS Application.
 - ☐ "Dual Credit Conditional" is not an accommodation. The ACCESS office uses this to identify dual credit students in AIM.
 - ☐ **How to Log In to the Student ACCESS Portal in AIM**
 - ☐ [How to Log Into the New ACCESS AIM Portal \[PDF INSTRUCTIONS\]](#)
 - ☐ [How to Log Into the New ACCESS AIM Portal \[VIDEO INSTRUCTIONS\]](#)
 - ☐ Log Into AIM Portal
 - ☐ Sign Agreement Forms
 - ☐ Must be done prior to selecting accommodations
 - ☐ **How to Select Accommodations & Notify Professor(s)**
 - ☐ Using the ACCESS Eligibility Letter (found in the student's email used on the Dual Credit ACCESS Application) and the instructions below, select the appropriate accommodations.
 - ☐ [How to Request Letter of Accommodation \(LOA\) - \[PDF\]](#)
 - ☐ [How to Request Letter of Accommodation \(LOA\) - \[VIDEO\]](#)
 - ☐ Do this for each course taken each semester
 - ☐ You may see an option to select "Dual Credit Conditional" – the box has no effect on your accommodations and you do not have to select.
- ☐ **Release Student Letter of Accommodation to Each Professor, Every Semester**
 - ☐ [\[IMPORTANT\] To use accommodations in dual credit courses, students must send their LOA notification from the new ACCESS AIM Portal EVERY SEMESTER TO EVERY PROFESSOR FOR EVERY ENROLLED COURSE.](#)

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