



UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

4000 Central Florida Blvd.
Ferrell Commons, 7F, Room 185
Orlando, FL 32816-0161

Submitting Custom Requests for Communication Access

If you have completed the Welcome Meeting with Student Accessibility Services, and have one of the following accommodations, you can use the Custom Request form in Knights Access to request these services for events, meetings or final exams as needed at UCF.

- Interpreting Services
- Speech to Text Captioning
- Captioned Video
- Communication Access

Visit the SAS website and select the **Knights Access** Portal.

Sign on to Knights Access using your UCF NID and NID password.

From the menu on the left side of the screen, under the section titled **ACCOMMODATIONS**, select **Communication Access**.


MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > **List Requests**
- > Alternative Testing
- > Communication Access
- > Video Captioning

On the next page from the menu across the top of the screen, select **CUSTOM REQUESTS**.

 » MY DASHBOARD » COMMUNICATION ACCESS - CUSTOM REQUESTS

OVERVIEW

CUSTOM REQUESTS

MEETING LINKS

TRANSCRIPTS

For the section called **Select Course**, select the appropriate course or **Non Class Related Request** from the drop-down menu.

Select **CONTINUE TO ADD CUSTOM REQUESTS**.

Select Course*: **Non Class Related Request** ▼

CONTINUE TO ADD CUSTOM REQUESTS >

Enter as much information as you can on the form.

EVENT INFORMATION	LIST OF QUESTIONS
<p>Event Name* : <input type="text"/></p> <p>Speakers: <input type="text"/></p> <p>Event Date* : ② <input type="text" value="mm/dd/yyyy"/> <input type="button" value="📅"/></p> <p>Additional Event Dates: ② <input type="text"/></p> <p>Time Start* : <input type="button" value="Select"/> <input type="button" value="Select"/></p> <p>Time End* : <input type="button" value="Select"/> <input type="button" value="Select"/></p> <p>Location/Meeting Link* : ② <input type="text"/></p> <p>Additional Contact Information: <input type="text"/></p>	<p>Professor, and/or Host, if different than speaker: <input type="text"/></p> <p>Email address of professor/host of meeting: <input type="text"/></p>

The red asterisk (*) indicates the fields that are required.

We will do our best to accommodate the preferred accommodation (request).

Additional Contact Information:

Accommodation Requested* :

Hint: You are required to make a minimum of 1 selections.

- Interpreting
- Real-Time Transcribing
- Video Captioning

Media/Materials:

- DVD Video
- Online Clip
- Unknown
- Video File
- Not Applicable
- Power Point Slides
- VHS Video

Additional Note:

FORM SUBMISSION

ADD NEW EVENTS >

BACK TO LIST >

Be sure to submit the form by selecting **ADD NEW EVENTS**.

Once submitted, you can see the request on the CUSTOM REQUESTS page.

Records Found: 1 (Showing: 1 - 1)					Show Per Page: 100	Page: 1
View	Event Name	Date	Time Range	Request Type	Assignments	Location
View	UCF Movie Night with Speaker Panel	Friday, October 25, 2024	06:30 PM - 10:00 PM	Interpreting, Video Captioning		Meeting Location

You are welcome to contact DHHservices@ucf.edu or interpreting@ucf.edu if you have any questions.