



CLASS
Center for Learning, Access,
and Student Success
WAKE FOREST UNIVERSITY

How to Request Your Accommodation Letters in the CLASS Student Portal

1. Click the link for the [CLASS Student Portal](#) on the [CLASS website](#).

Make sure you are logged into your Wake Forest Google account. If you are logged into a non-Wake Forest Google account, you will receive an error message like this:



403. That's an error.

Error: app_not_configured_for_user

Service is not configured for this user.

2. If this is your first time accessing the Portal during the semester, you will be prompted to sign online form(s) before you can proceed. Click the link to sign the required forms electronically. (Below: List of example 'Available Forms.')

The screenshot shows the 'MY DASHBOARD' page. On the left is a sidebar menu with links: Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, and My Eligibility. The main content area has a breadcrumb trail: '» MY DASHBOARD » REQUIRED FORMS'. A yellow box contains an 'Action Required' message: 'System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard. Please click the following link to review and to sign your required form(s):'. Below this, under 'Available Forms:', are two links: '1. Classroom Lecture Recording Agreement' and '2. Rights and Responsibilities Form'. At the bottom is a black button with white text: 'CONTINUE TO SIGN ELECTRONICALLY >'.


Read each required form in full, and type your name as it appears in the Hint above the Signature box before submitting your form. (Below: Signature field for student form.)

The screenshot shows a form titled 'YOUR CONSENT'. It contains the text: 'By submitting this form, I acknowledge I have read, or have had read to me, and understand the information, terms, and conditions specified above.' Below this is the instruction: 'Please sign exactly as Demon Deacon.' The label 'Signature *:' is followed by a text input field. A yellow hint box above the field says: 'Hint: Please sign exactly as Demon Deacon.' Below the input field is a grey rectangular box.

The screenshot shows a yellow box with the title 'FORM SUBMISSION'. Below the box is a black button with white text: 'SUBMIT FORM >'.

- Before requesting your accommodation letters, check 'My Eligibility' on the 'MY DASHBOARD' menu to review a list of your approved accommodations. **Note: If your eligibility does not match your expected accommodations, please contact CLASS. You may need to update your documentation or schedule a follow-up appointment with CLASS staff.**
- Return to 'MY DASHBOARD' and select 'Add Request' under the heading 'Accommodation Requests.'

Home >> MY DASHBOARD >> OVERVIEW

Accommodation Requests 2024 - SUMMER		ADVISOR
<div>0</div> <div>Number of Requests</div>	<div>+</div> <div>Add Request for 1 Class</div>	<div>Name</div> <div>Jacqueline Friedman</div> <div>Email</div> <div>Send Email</div> <div>Schedule An Appointment</div> <div> Request An Appointment</div> <div>Pronoun</div> <div>she, her, her, hers, herself</div>
<div>No Accommodation Request Found for 2024 - Summer</div>		

- Under the 'ACCOMMODATION REQUESTS' heading, use the checkboxes to select the course(s) for which you plan to send accommodation letters, then select 'CONTINUE TO NEXT STEP.' **Note: Use the checkbox highlighted in yellow to apply the same accommodations to each course.**

ACCOMMODATION REQUESTS
<div>How to Request Accommodations</div>
<div>STEP: SELECT COURSES</div>
<div><input checked="" type="checkbox"/> PSY 183.A - MOTORCYCLES FOR BEGINNERS (CRN: 99999)</div>
<div><input type="checkbox"/> Apply the same accommodations to all selected courses.</div>
<div>CONTINUE TO NEXT STEP ></div>

- For each class, use the checkboxes under the 'SELECT ACCOMMODATIONS' heading to choose which accommodations you would like to use in that class. **Note: You do not have to request all of your accommodations for each class. Some accommodations may not be necessary in certain**

classes, and you can customize your accommodations to your needs.

SELECT ACCOMMODATIONS *

☒ Classroom Lecture Recording

☐ Diabetes Accommodations

☒ Extra Time 1.50x

☐ Hearing Impairment Accommodations

☐ Interpreting

☒ Low Distraction Environment

☐ Narcolepsy Accommodations

☐ Seizure Accommodations

☐ Text in Alternative Format

7. When you have selected your accommodations for each class, click the checkbox to agree to allow CLASS to share your selected accommodations with your faculty and click 'SUBMIT REQUEST.'

STEP: FINAL STEP

☐ I agree to allowing the Center for Learning, Access, and Student Success to share accommodation information as indicated with the faculty in the selected courses.

SUBMIT REQUEST >

START OVER >

8. The 'ACCOMMODATION REQUESTS' page will list the status of requests as 'Approved' when they have been sent to your professors. CLASS staff will release new accommodation requests 2-3 times a day during the work week. You also have the option to modify or resend your approved requests.

[Home](#) » [MY DASHBOARD](#) » [ACCOMMODATIONS](#) » [ACCOMMODATION REQUESTS](#)

[Previous Term](#) **Term: 2024 - Summer**

ACCOMMODATION REQUESTS

[How to Request Accommodations](#) ▼

The following class which accommodations were requested by the student:

- PSY 183.A - MOTORCYCLES FOR BEGINNERS (CRN: 99999)

PSY 183.A

Status:
Approved

Course Title:
Motorcycles for Beginners (99999)

Available Actions:
[Modify Request](#) [Re-Send Request](#) [Get PDF](#)

[Request Summary](#) ▼

[Course Detail](#) ▼

9. **Once you have submitted your accommodation letters through the Student Portal, please contact your instructors in person or by email to discuss how your accommodations will be implemented in their class.**
10. **IMPORTANT:** When you add or drop a course or change sections of a course or lab, **you must repeat all of the above steps to send your notification to your new professor.** Note that it may take up to 48 hours for the Student Portal to update, so please check your portal regularly if you make any changes to your schedule during the semester.
11. If you have any questions or need support at any stage of this process, please contact CLASS by email (class@wfu.edu) or phone (336-758-5929) or stop by our office in Reynolda 118. We're usually open Monday-Friday from 8:30am-5pm. (Note: We close for lunch most days from Noon-1pm, as well as on holidays, including WFU Winter Break.)