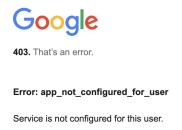


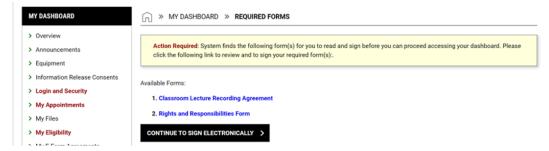
## How to Request Your Accommodation Letters in the CLASS Student Portal

1. Click the link for the CLASS Student Portal on the CLASS website.

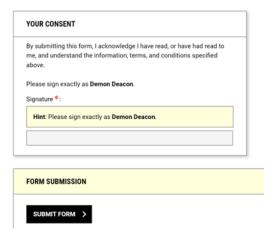
Make sure you are logged into your Wake Forest Google account. If you are logged into a non-Wake Forest Google account, you will receive an error message like this:



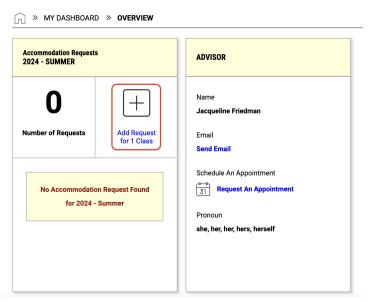
2. If this is your first time accessing the Portal during the semester, you will be prompted to sign online form(s) before you can proceed. Click the link to sign the required forms electronically. (Below: List of example 'Available Forms.')



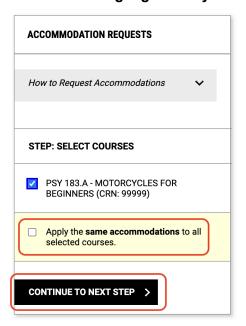
Read each required form in full, and type your name as it appears in the Hint above the Signature box before submitting your form. (Below: Signature field for student form.)



- 3. 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.
- 4. Return to 'MY DASHBOARD' and select 'Add Request' under the heading 'Accommodation Requests.'

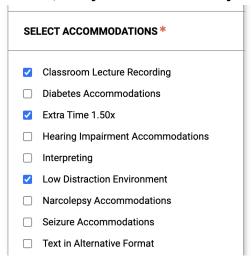


5. Under the 'ACCOMMODATION REQUESTS' heading, use the checkboxes to select the course(s) for which you plan to send accommodation letters, then select 'CONTINUE TO NEXT STEP.' **Note: Use** the checkbox highlighted in yellow to apply the same accommodations to each course.

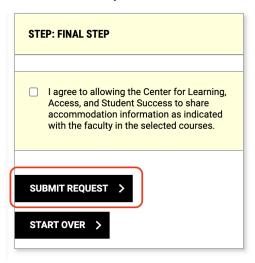


6. For each class, use the checkboxes under the 'SELECT ACCOMMODATIONS' heading to choose which accommodations you would like to use in that class. **Note: You do not have to request all of your accommodations for each class. Some accommodations may not be necessary in certain** 

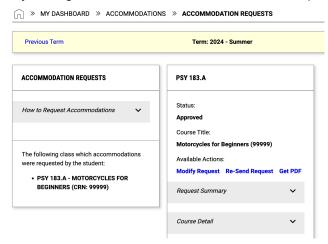
classes, and you can customize your accommodations to your needs.



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.'



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.



- 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 (<a href="mailto:class@wfu.edu">class@wfu.edu</a>) 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.)