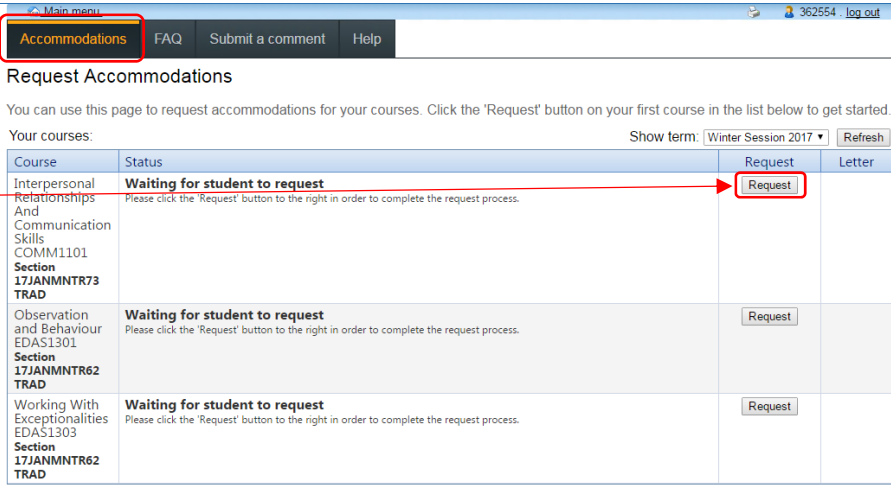
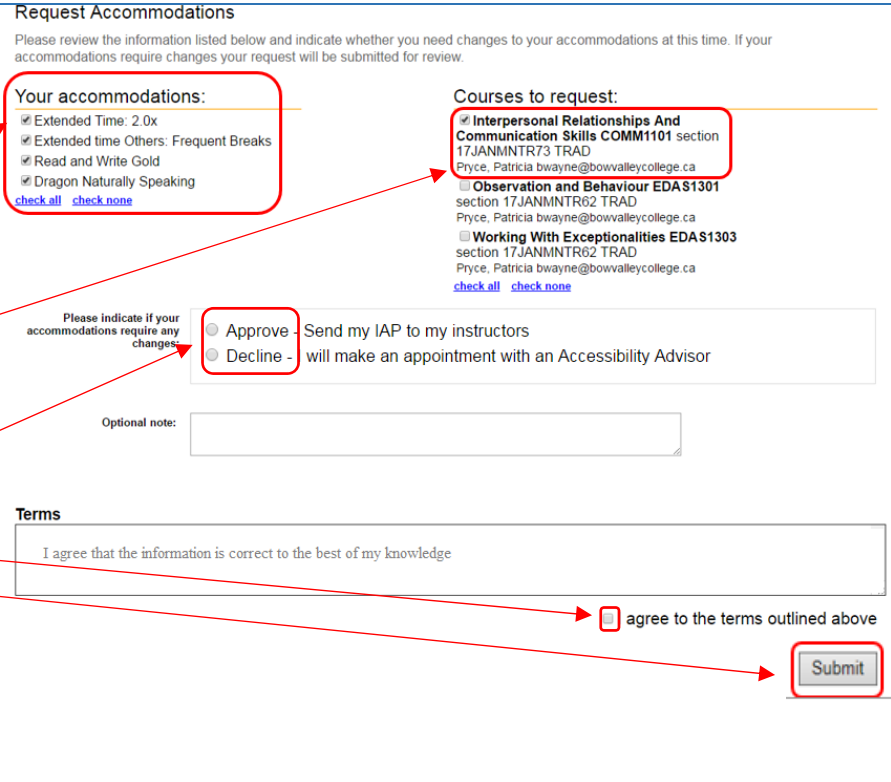
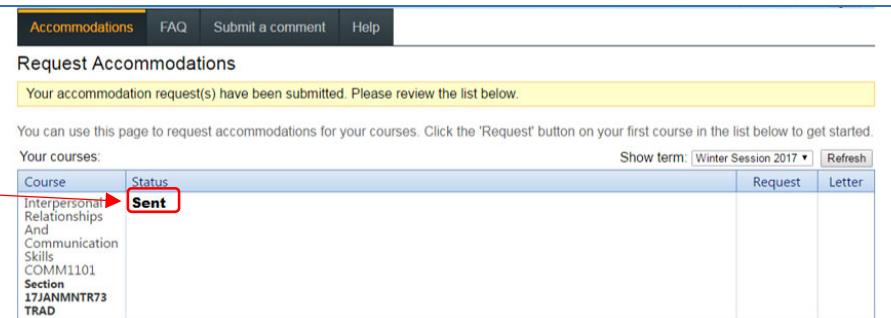


How to send your IAP using the Accessibility Services Portal

<p>1. Go To http://accessibility.bowvalleycollege.ca/</p> <p>2. To begin the logon process, click Send IAP to Instructors</p>	
<p>3. Type in your full MyBVC email address (eg: j.doe123@mybvc.ca). Then type in your password (the same password you use for D2L and myBVC email)</p> <p>4. Click Sign In</p>	
<p>5. This is the Request Accommodations screen. You can read the instructions and then press the Accommodations tab to continue</p>	
<p>6. First, use the Show Term dropdown to select the correct semester.</p> <p>Note: Courses are loaded approximately 5 days prior to semester start. If you are trying to send your IAP prior to the first day of class and you do not see your current semester, or your current courses, please wait a few days and try again.</p>	

How to send your IAP using the Accessibility Services Portal

<p>7. You will see all the courses that you are registered in.</p> <p>Press the Request button beside one of your courses to start the IAP process</p>	 <p>The screenshot shows the 'Request Accommodations' page. At the top, there is a navigation bar with 'Accommodations', 'FAQ', 'Submit a comment', and 'Help'. Below this is a table with columns for 'Course', 'Status', 'Request', and 'Letter'. Three courses are listed, all with a status of 'Waiting for student to request'. The 'Request' button for the first course is highlighted with a red box. A red arrow points from the text 'Press the Request button' to this button.</p>
<p>8. This is the Request Accommodations screen.</p> <p>The first thing you need to do is review the accommodations that you can request. Click in the box beside the accommodations you require, or click on Check all to select all of them.</p> <p>Then, check your courses. If you wish to use these accommodations for all your courses, click on Check all to select all your courses.</p> <p>Finally,</p> <ol style="list-style-type: none"> select Approve, agree to terms, then submit. <p>Note: If you need to change your accommodations for a course, do NOT send your IAP. Make an appointment with your Accessibility Advisor to discuss your concerns.</p>	 <p>The screenshot shows the 'Request Accommodations' form. It has two columns: 'Your accommodations:' and 'Courses to request:'. Under 'Your accommodations:', there are four checked items: 'Extended Time: 2.0x', 'Extended time Others: Frequent Breaks', 'Read and Write Gold', and 'Dragon Naturally Speaking'. There are 'check all' and 'check none' links. Under 'Courses to request:', there are three checked items: 'Interpersonal Relationships And Communication Skills COMM1101 section 17JANMNTR73 TRAD', 'Observation and Behaviour EDAS1301 section 17JANMNTR62 TRAD', and 'Working With Exceptionalities EDAS1303 section 17JANMNTR62 TRAD'. There are also 'check all' and 'check none' links. Below this is a section for 'Please indicate if your accommodations require any changes' with radio buttons for 'Approve - Send my IAP to my instructors' and 'Decline - will make an appointment with an Accessibility Advisor'. The 'Approve' option is selected. There is an 'Optional note' field. Below that is a 'Terms' section with a text area containing 'I agree that the information is correct to the best of my knowledge' and a checkbox labeled 'I agree to the terms outlined above' which is checked. A 'Submit' button is at the bottom right. Red arrows point from the text in the left column to these specific elements: 'Click in the box' points to the accommodation checkboxes, 'Check all' points to the 'check all' link, 'select Approve' points to the 'Approve' radio button, 'agree to terms' points to the 'I agree to the terms' checkbox, and 'then submit' points to the 'Submit' button.</p>
<p>Your IAP has now been sent</p>	 <p>The screenshot shows the 'Request Accommodations' page after submission. A yellow banner at the top says 'Your accommodation request(s) have been submitted. Please review the list below.' Below this is a table with columns for 'Course', 'Status', 'Request', and 'Letter'. The first course is listed with a status of 'Sent', which is highlighted with a red box. A red arrow points from the text 'Your IAP has now been sent' to this box.</p>
<p>Need more assistance?</p>	<p>Call: (403) 410-1400 Email: accessibility@bowvalleycollege.ca</p>