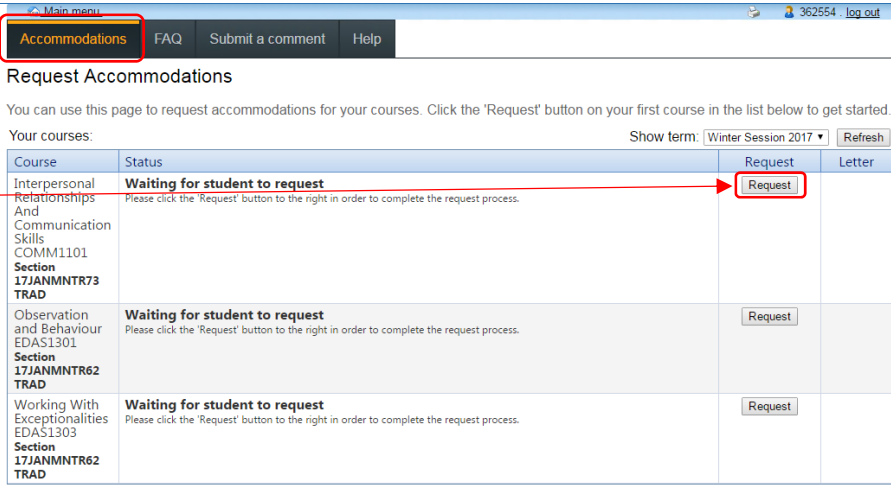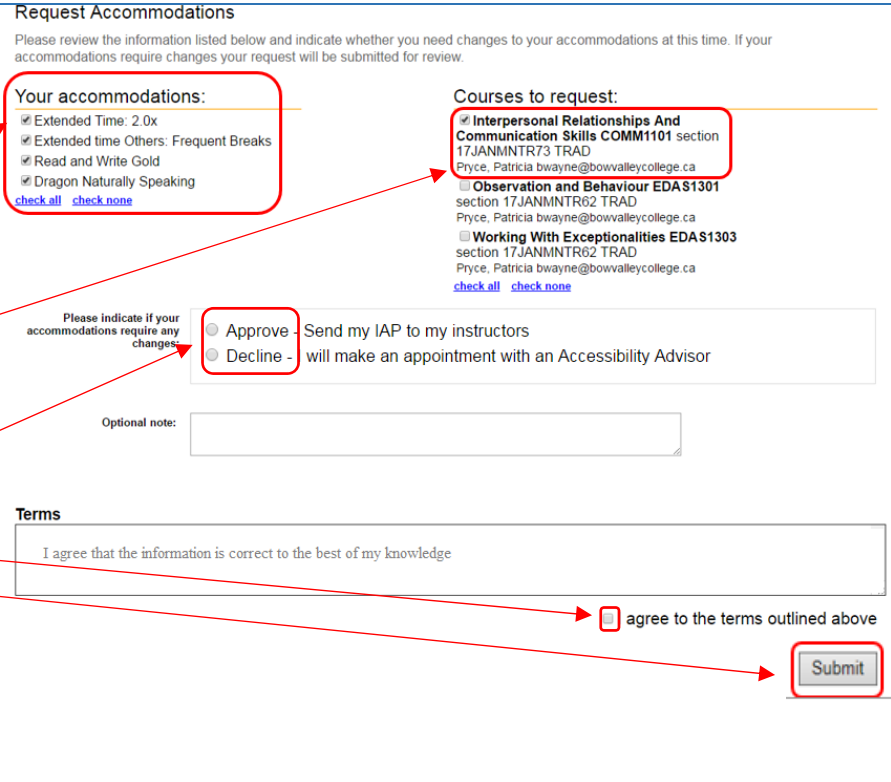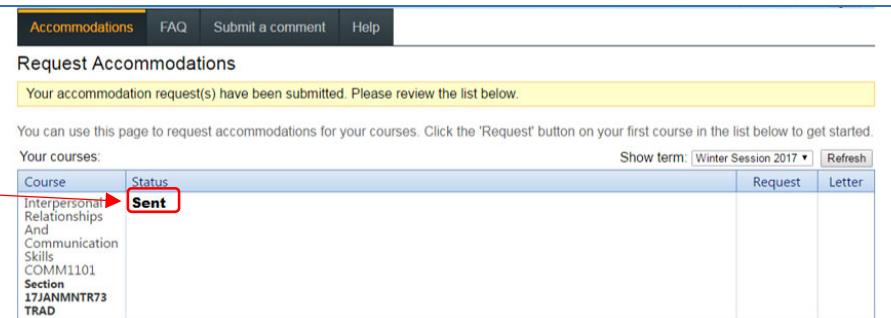# How to send your IAP using the Accessibility Services Portal

1. Go To http://accessibility.bowvalleycollege.ca/ 2. To begin the logon process, click **Send IAP to Instructors**	
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) 4. Click Sign In	
5. This is the Request Accommodations screen. You can read the instructions and then press the **Accommodations tab** to continue	
6. First, use the **Show Term dropdown** to select the correct semester. 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.	

7. You will see all the courses that you are registered in. Press the **Request button** beside one of your courses to start the IAP process	

8. This is the Request Accommodations screen.
 	
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.
 	
Then, check your courses. If you wish to use these accommodations for all your courses, click on **Check all** to select all your courses.
 	
Finally,
   a. select Approve,
   b. agree to terms,
   c. then submit.
 	
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.	

Your IAP has now been sent	
Need more assistance?	Call: (403) 410-1400 Email: accessibility@bowvalleycollege.ca